

## OBOS User Guide

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### Online Blood Ordering System (OBOS)

A screenshot of the NHS Online Blood Ordering System (OBOS) login page. The page has a yellow border. On the left, a grey box contains the text 'Welcome to NHS Online Blood Ordering System' and a blue box with '\*\*\*WELCOME TO OBOS 7.0.3\*\*\*'. Below this is a link to the 'Hospital and Science Website'. On the right, there are input fields for 'Username' and 'Password', a 'Forgotten password?' link, and a yellow 'Log in' button. At the bottom right, it says 'For support please contact your administrator Ver: 7.0.3'. The NHS Blood and Transplant logo is at the bottom center.

**This User Guide is applicable to OBOS versions  
numbered 7.0.x**

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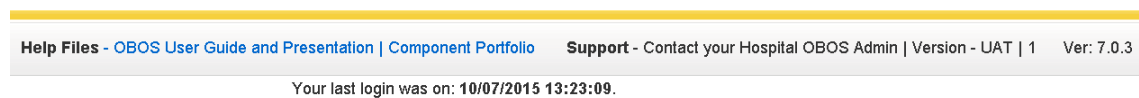
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### Introduction. [\[back to top\]](#)

The on-line blood ordering system (OBOS) has been developed by NHSBT, hospitals and external suppliers to enable hospitals to order blood components on line. Orders placed in this way will go directly into the NHSBT computer system, Pulse and hospitals will be able to view the progress of their orders within NHSBT.

The OBOS “footer” includes a link to the corresponding OBOS user guide, the component portfolio and training presentation. The “footer” indicates which version of OBOS has been accessed and for which environment e.g. training, live or UAT (the user acceptance testing site). The footer also indicates the date and time of your last log in.



If you have any queries regarding use of OBOS in your hospital, please contact your hospital administrator or transfusion laboratory manager. Any feedback on this user guide can be sent to [OBOS@nhsbt.nhs.uk](mailto:OBOS@nhsbt.nhs.uk). Your comments will be collated and used to help improve future versions.

Please be aware of the normal functionality of the computer mouse scroll wheel. The functionality varies slightly depending on which internet browser version you are using. It is important that you do not inadvertently change a selection for any of the drop down menus using the mouse scroll wheel – please check all selections before selecting “Send order”.

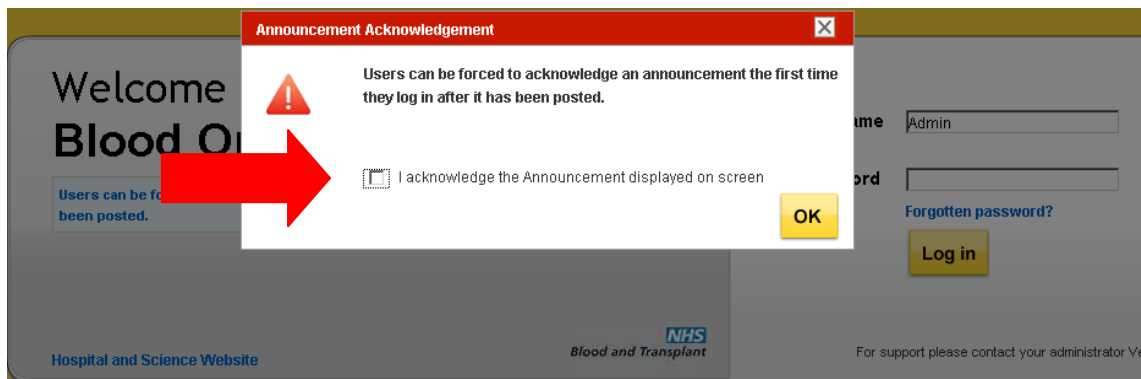
The updates to text in this new version of the User Guide have been highlighted in grey.

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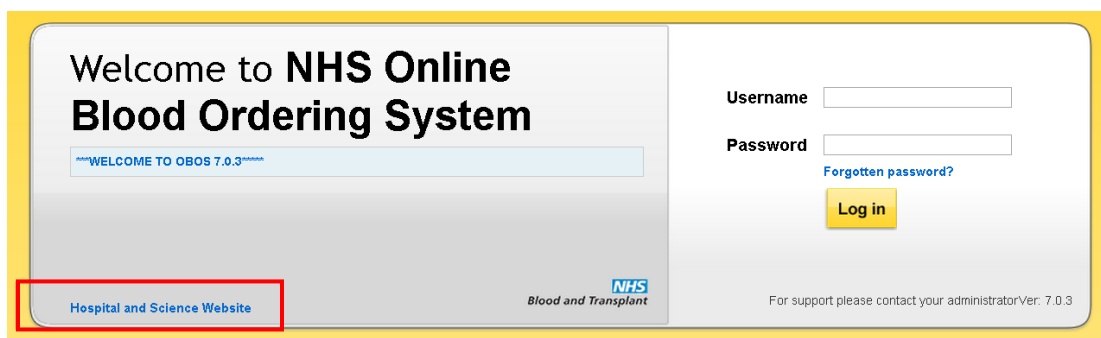
### Logging onto OBOS. [\[back to top\]](#)

Once you have connected to the web service the log in screen shown below will appear. On the left there is an area where any announcements from NHSBT will be shown and on the right are the boxes to type in your user name and password.

NHSBT can set up announcements so that the first time a user logs in after an announcement has been posted they must acknowledge it.



Underneath the announcements area, there is a direct link to the Hospital and Science website. Clicking this link opens the site in a new window.



When your account is set up your user name and password will be sent to you via e-mail. Underneath the log in area is a message about support and the version number of OBOS is displayed in the bottom right hand corner. To log on enter your username and password and click on log in.

This screen also has a link to: "Forgotten password?" ([See forgotten passwords section.](#))

When you log onto OBOS for the first time the screen shown below will appear and you will be asked to change your password and set up a security question to allow a new password to be e-mailed to you if you forget your password. Both passwords and security question answers are case sensitive. Rules apply to passwords and these are listed on the screen. Enter your current/old password, new password twice, security question and answer and click on save.

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### Update my password

Username Admin

Old password \*

New password \*

Confirm New password \*

Your password should be:

- 7-14 characters long
- at least one special character
- at least one capital letter
- at least one number

Your security question and answer is required to reset your password if you forget.

Your security question \*

Eg: Your Mother's Maiden name?

Your answer \*

Cancel

Save

If your account is set up for multiple hospitals you may need to select the hospital you wish to order for and click on OK as shown below.

Select Hospital

Hospital List

☐ Furness General Hospital  
☐ Royal Lancaster Infirmary  
☐ Westmorland General Hospital

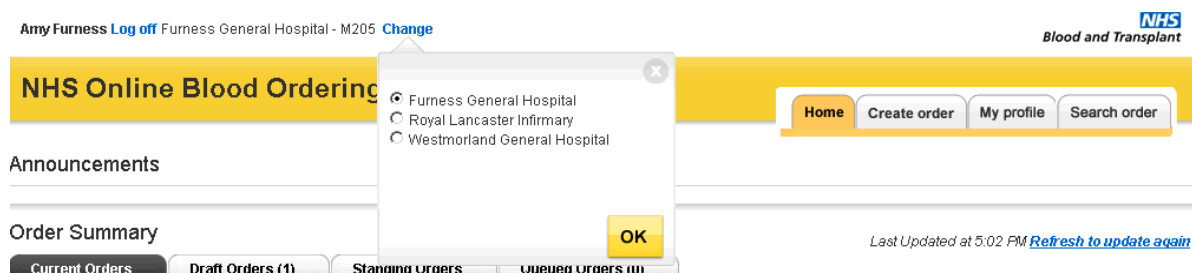
Cancel

OK

Alternatively one hospital may have been set up as your default location in which case you will be taken straight to the home page for that hospital. Users with access to only one hospital will be taken directly to the home page.

The top line of the OBOS screens contains information on your name and the hospital you are currently viewing or placing orders for. The log off facility is also on this line. If your account allows you access to more than one hospitals site then to change the hospital you are viewing orders from or placing orders for click on change and the selection of hospitals available to you will appear. Select the correct hospital and click on OK.

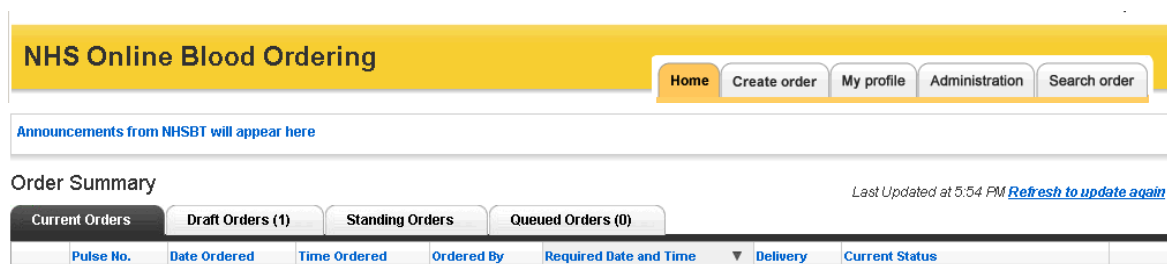
## OBOS User Guide



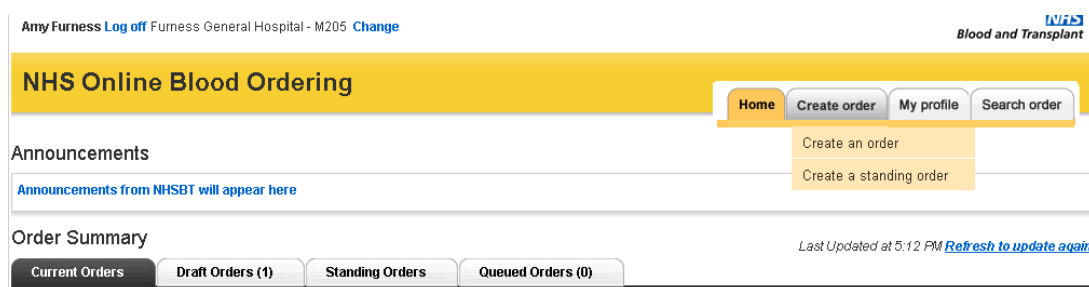
### Quick system overview. [\[back to top\]](#)

The homepage has four tabs for OBOS users and five tabs for OBOS administrators – the tab highlighted in yellow indicates the page you are currently viewing.

- The homepage contains order summary screens for current, draft, standing and queued orders.



- The “create order” tab has two options, the first allows you to create an order the second allows you to create a standing order.



- The my “profile tab” allows you to update your profile or password

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Any Furness
[Log off](#)
Furness General Hospital - M205
[Change](#)


Blood and Transplant

# NHS Online Blood Ordering

Home
Create order
My profile
Search order

## Announcements

Announcements from NHSBT will appear here

Update my profile
Update my password

## Order Summary

Current Orders
Draft Orders (1)
Standing Orders
Queued Orders (0)

Last Updated at 5:54 PM
[Refresh to update again](#)

Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status

- The “search order tab” allows you to search for an order on OBOS. You can use this function to search for orders submitted in advance that cannot be viewed on the home page.

Search Order

Pulse number

(eg: P123456789)

(OR)

Request number

(OR)

Delivery Type

--select--

Containing

--select--

Status

--select--

Order Date

Date ordered on

Dates from \*

to \*

☐

☒

Required delivery date

Clear / start again

Search

- You can “return to search results” after viewing an individual order.

Del:Stock Order For **31/10/2011; EVE** PULSE ORDER: **W05910141**

Red Cells

Red blood cells

O Pos

Requested: 1  
Allocated: none  
Issued: none

Blood Char neg for: none

Patient:

Notes:

Fresh Frozen Plasma

Frozen products

O Pos

Requested: 1  
Allocated: none  
Issued: none

Blood Char neg for: none

Patient:

Notes:

**Logging Off.** [\[back to top\]](#)

There is an automatic 'time out' after 20 minutes. Your session will be discontinued and you will be returned to the login screen.

To log off at any time click on 'Log Off ' after your name in the top left of any OBOS screen.

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### Forgotten passwords/password expiry. [\[back to top\]](#)

If you try to log in using the incorrect password you have four attempts, on the fifth incorrect attempt the account will be locked. The following prompts are displayed to indicate the remaining attempts. Once locked, your account can be unlocked by your hospital OBOS administrator.

**Log in failed. You have 4 attempts remaining.**

**Username**

**Password**

[Forgotten password?](#)

**Log in**

**Log in failed. You have 3 attempts remaining.**

**Username**

**Password**

[Forgotten password?](#)

**Log in**

**Log in failed. You have 2 attempts remaining. Please click on the Forgotten password link if you have forgotten your password.**

**Username**

**Password**

[Forgotten password?](#)

**Log in**

**Log in failed. Your account will be locked after the 5th incorrect attempt. Please try the Forgotten password link or contact the OBOS administrator for your hospital.**

**Username**

**Password**

[Forgotten password?](#)

**Log in**

**Your account has been locked. Please contact the OBOS administrator for your hospital to unlock your account.**

**Username**

**Password**

[Forgotten password?](#)

**Log in**

On the log in screen “forgotten password?” appears in blue on the right hand side under the log in details boxes. If you have forgotten your password click here and the window shown below will open. Enter your username and click on ‘next’, your security question will appear, enter the answer and click on ‘re-set password and save’. A new password will be e-mailed to the e-mail address stored on the OBOS system for your username. If you cannot remember your security question and answer you will need to contact **your** hospital administrator to re-set your password.



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The screenshot shows a two-step password reset process.   
**Step 1:** 'To reset your password please provide your username'. It features a text input field for 'Username' containing 'jwayn0001' and a 'Next' button.   
**Step 2:** 'To reset your password please answer your security question'. It shows a security question 'Who do we work for' in a light blue box, followed by a 'Your answer' text input field and a yellow 'Reset password' button.

OBOS passwords require changing every 90 days. OBOS users will receive a reminder email 10 days before the password expires on live. If the password is left unchanged, a further reminder will be sent at 5 days. If the deadline for the password change is missed, OBOS can still be accessed using the old password. However, OBOS will prompt a password change before the user can progress to the home screen.

### Placing an order using OBOS [\[back to top\]](#)

From the home screen select the create order option to view the screen shown below.

From the drop down list select the required delivery method. The default is set as >blank<. **Del Stock** is the code for a routine delivery, **Ad hoc** for an additional non scheduled delivery. **Collect** for collection from NHSBT, **Emergency collect** is only used by a few Trusts; the majority will use NHSBT blue light service for emergency deliveries and these are selected using the **Emergency** delivery method.

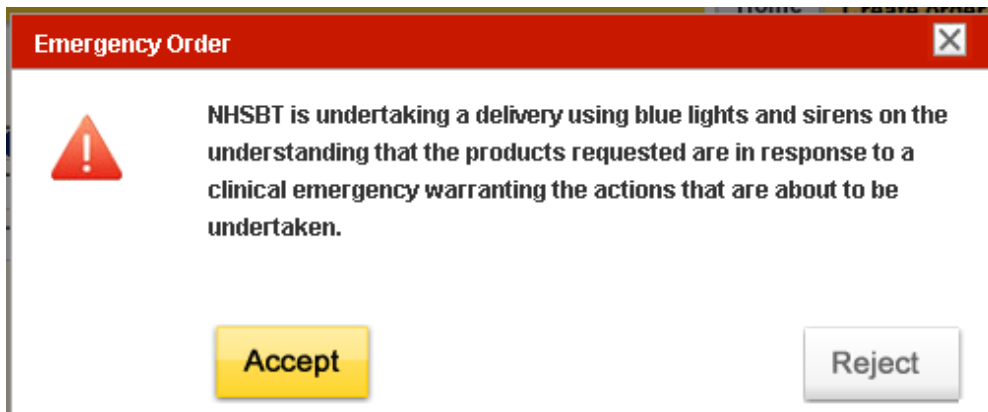
The screenshot shows the 'NHS Online Blood Ordering' interface. At the top is a yellow header with the title and a navigation bar with buttons for 'Home', 'Create order', 'My profile', and 'Administration'. Below the header, on the left, is a 'Delivery Information' section with a dropdown menu for 'Delivery method \*'. The dropdown is open, showing options: 'Ad Hoc', 'Collect', 'Del Stock', 'Emergency', 'Emergency Collect', and 'OBOS Late'. Below this is an 'Add Products' button.

If you request an emergency (blue light) delivery, a pop up box will appear, stating:


**“NHSBT is undertaking a delivery using blue lights and sirens on the understanding that the products requested are in response to a clinical emergency warranting the actions that are about to be undertaken.”**

Select “Accept” if you want to proceed with an emergency (blue light) request.

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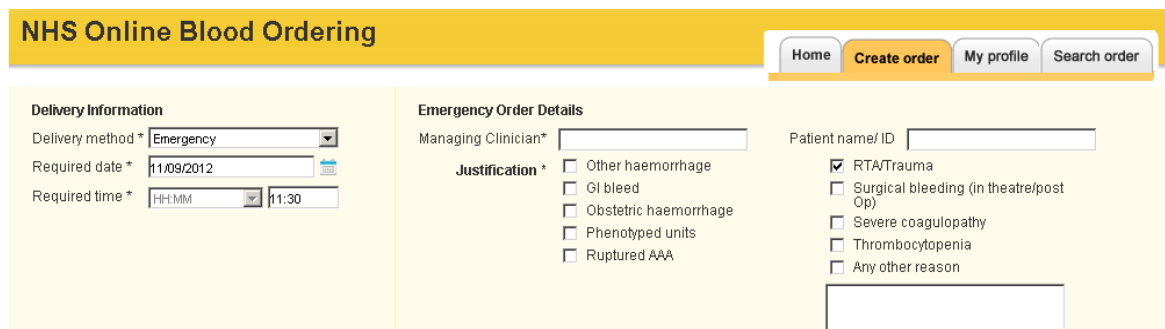


**Emergency Order**

 NHSBT is undertaking a delivery using blue lights and sirens on the understanding that the products requested are in response to a clinical emergency warranting the actions that are about to be undertaken.

**Accept** **Reject**

Additional information will be requested as shown on the screen below. Enter the name of the requesting clinician, click on one of the justifications for a blue light delivery (the system will only allow you to select one). If selecting other type the reason into the free text box. All blue light requests must be accompanied by a telephone call to the hospital services department to inform them that the order has been placed.



**NHS Online Blood Ordering**

Home **Create order** My profile Search order

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

**Emergency Order Details**

Managing Clinician\*

Patient name/ ID

**Justification \***

☐ Other haemorrhage

☐ GI bleed

☐ Obstetric haemorrhage

☐ Phenotyped units

☐ Ruptured AAA

☒ RTA/Trauma

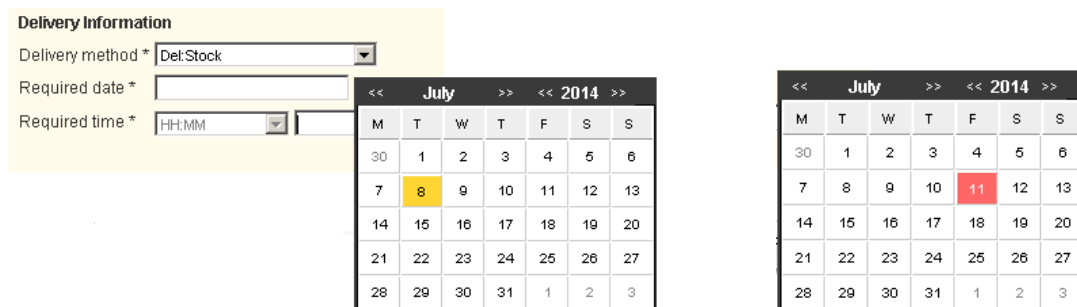
☐ Surgical bleeding (in theatre/post Op)

☐ Severe coagulopathy

☐ Thrombocytopenia

☐ Any other reason

Select the delivery date required by clicking on the calendar icon and highlighting the date required or type the date into the required date box in the format dd/mm/yyyy. "Today's" date is highlighted in yellow the required date is highlighted in red. Check the date entered carefully, verify that you have selected the correct month and year.



**Delivery Information**

Delivery method \*

Required date \*

Required time \*

**July 2014**

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

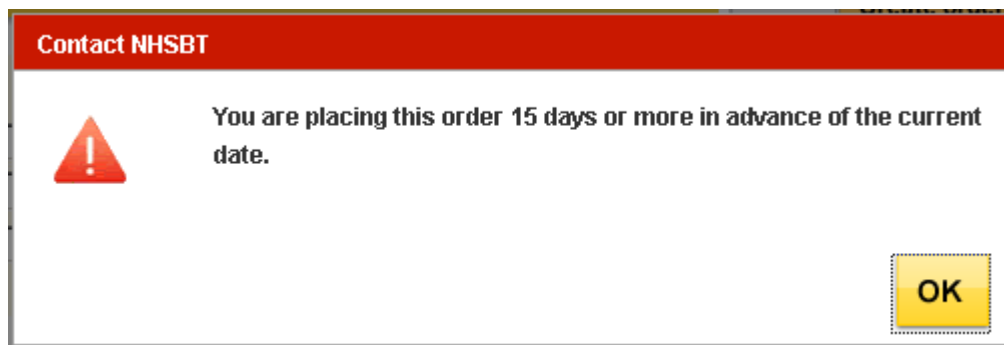
**July 2014**

M	T	W	T	F	S	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

When selecting a date over 15 days in advance the following warning message will be shown:

(Template Version 07/10/08)

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Next, select the delivery time:

For **Del: Stock** a 'delivery slot matrix' will be presented with the delivery times for that day.

Delivery Information		Delivery slots for Wednesday :
Delivery method *	Del:Stock	10:00          22:00
Required date *	09/07/2014	14:00
Required time *	HH:MM	18:00

If you choose a delivery for today's date, you may find that a delivery slot is 'greyed out', even though that time has not passed. A calculation is made on the time it takes NHSBT to pick and pack the products and the delivery time. This is called the cut off time. E.g. the time now is 12:30pm. The time it takes to pick and pack is 1 hour and the time it takes to deliver from an NHSBT site to the hospital site is 1 hour 15 minutes. Therefore for the 14:00 delivery slot, the cut off time would be 11:45am.

Delivery Information		Delivery slots for Tuesday :
Delivery method *	Del:Stock	10:00          22:00
Required date *	08/07/2014	14:00
Required time *	HH:MM	18:00

For **Ad Hoc** deliveries, the time will be auto populated using the following calculation

Current time + pick and pack time + delivery time

Therefore if the current time is 13:30, using the pick and pack and delivery times above, the **earliest** NHSBT could deliver that order would be 15:45.

For **Emergency** deliveries, the time will be auto populated using the following calculation

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Current time + pick and pack time + emergency delivery time

(NOTE: emergency delivery time will be less than standard delivery time as this will be undertaken using blue lights and sirens).

For **Collect** and **Emergency Collect** the time will be auto populated using the following calculation

Current time + pick and pack time

In all cases, above, the suggested time, can be over typed by the user for a time more suited to their needs. This will result in the order obtaining a new delivery type of 'OBOS Late', upon seeing this delivery type the Hospital Services user will be prompted to contact the requesting hospital to decide which delivery type is required to fulfil the order (Del:Stock, Ad Hoc, Emergency etc.)


**NOTE: Please be aware that if you start to populate an order and this not completed within 5 minutes causing you to miss the cut of time for that order it will automatically convert to an OBOS Late order. It is recommended that the product selection is completed first with the delivery type and time second.**


Please use the time you require the delivery to arrive at your location, not the time it leaves NHSBT or the time you are placing the order.

Select the component type required by clicking on the red cell, platelet, frozen products or white blood cells tabs under 'add products'. The order notes tab on this line contains a free text box to add information that applies to the whole order. Enter the product required from the drop down list as shown below.

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For red cells and platelets, the default product will be the standard component. On the drop down list, the standard component is at the top followed by the standard irradiated component the rest of the list will be in alphabetical order.

Select the ABO and Rh requirements from the drop down lists and enter a quantity in the Qty\* box as shown below. Additional requirements for CMV, HT, HbS, IgA or Apheresis (Aph) can be added by checking the boxes available. Please be aware that some of these components will be in short supply and should only be requested when absolutely necessary. For some components where these requirements form part of the product specification these boxes may be greyed out and ticked. Where an option is not available the box will be greyed out. Any additional requirements such as phenotyped red cells and date required for platelets can be added using the supplementary screens provided by clicking on the req button . These screens are described later in this section.


 **This order contains no order lines, please add order lines by selecting 'Add to order' before saving or sending.**


**Delivery Information**  
 Delivery method \*   
 Required date \*   
 Required time \*

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes	Order Preview	
Product* <input type="text" value="Red Cells"/>	ABO* <input type="text" value="A"/>	RhD* <input type="text" value="D"/>	Qty* <input type="text" value=""/>	CMV- <input type="checkbox"/> HT- <input type="checkbox"/> HbS- <input type="checkbox"/> IgA <input type="checkbox"/> Aph <input type="checkbox"/>	Req.  Remove 	<div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Blood order</div> <div style="background-color: #ccc; padding: 5px; margin-bottom: 5px;">Save draft</div> <div style="background-color: #ffc107; padding: 5px;">Send order</div>
<input type="text" value="Red Cells"/>	<input type="text" value="A"/>	<input type="text" value="D"/>	<input type="text" value=""/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 	
<input type="text" value="Red Cells"/>	<input type="text" value="A"/>	<input type="text" value="D"/>	<input type="text" value=""/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 	
<input type="text" value="Red Cells"/>	<input type="text" value="A"/>	<input type="text" value="D"/>	<input type="text" value=""/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 	

[+Add line](#)

Add to order 

The error message in red above will be displayed if a user attempts to send or save an empty order. Once a request line has been completed, it should be added to the order by clicking on the 'Add to order' button. The information for that request line is then shown in the order preview area as shown on the right hand side in the example below. If the information is incorrect then it can be amended by clicking on blue 'Amend' in the order preview screen. The line will then be returned to the 'add products' section and can then be amended by selecting the correct information or removed by clicking on the remove button . Clicking on 'Amend' moves an individual component type back into the Add Products screen so that you can make changes.

**NOTE: Items on the left hand side will NOT be sent, all items must be included on the right hand side.**

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Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<b>Product*</b>	<b>ABO*</b>	<b>RhD*</b>	<b>Qty*</b>	<b>CMV- HT- Aph IgA Req. Remove</b>
PLATELETS				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
PLATELETS				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
PLATELETS				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -

+Add line

Add to order ➔

X Close without saving

### Order Preview

[Preview in a separate page](#)

Blood order	
<b>Red blood cells</b>	<a href="#">Amend</a>
<b>Red Cells</b>	<b>Patient Name/ID:</b> R <b>Bleeding</b> <b>O Pos, 2</b> CMV-, HbS- <b>Blood Char neg for:</b> Rh C, Rh E, S, <b>Max Blood age</b> - 8 days <b>Notes</b> - Thanks
<b>Platelets</b>	<a href="#">Amend</a>
<b>PLATELETS</b>	<b>Patient Name/ID:</b> R <b>Bleeding</b> <b>A Neg, 5</b> CMV- <b>Transfusion date</b> - 01/06/2012 18:30 <b>Notes</b> -

Save draft
Send order

Continue to add components as required. If required additional lines can be added by clicking on the blue ['+Add line'](#) to the left of the yellow 'Add to order' button. Different component types can be added to the same order. Select the red cell, platelet, frozen products or white blood cells tab as required. Select the product ABO and Rh required from the drop down lists and enter the quantity. Then click on 'Add to order'. To make it easy to identify component types in the order preview area each different component type has a stripe to the left of it in a different colour in the order preview area as shown above. Red cells have a red stripe, platelets blue, plasma yellow and white cells grey.

Order notes may be added for the whole order using the order notes tab. A window opens as shown below and free text can be entered. Notes entered here should apply to the whole order; additional notes sections for each order line are available in the 'Req.' screens.

Add Products

Red blood cells

Platelets

Frozen products

White blood cells

Order notes

Notes

Notes for the entire order are entered here.

Add to order

Order Preview

[Preview in a separate page](#)

Blood order

Red blood cells

Red Cells



Patient Name/ID:Mr Smith  
A Pos, 10  
  
Max blood age -  
Notes -

Amend

Save draft

Send order

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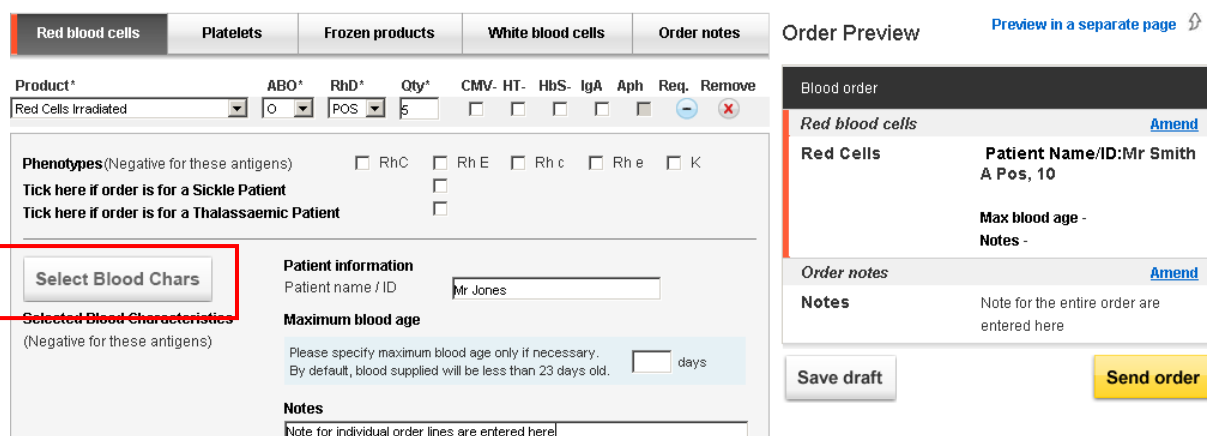
By clicking on the 'Req.' button  in each product type a new screen opens which allows additional information to be added. Once data has been added, this screen can be minimised again by clicking on the  under req.

Additional information on this screen:

- Red cells phenotype
- Maximum blood age
- Patient details
- Notes specific to the order line
- For red cell products only tick boxes for:
  - Thalassaemic Patient
  - Sickle Patient

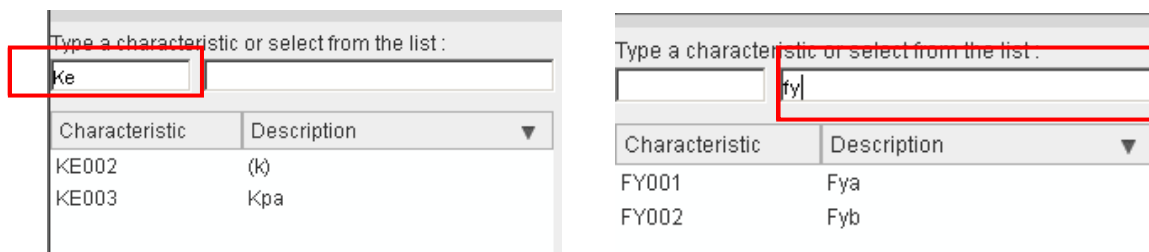
Clinically significant red cell phenotypes are selected as negative for specific antigens either from the "Phenotypes" row or by clicking on "Select Blood Chars".

### Add Products




The screenshot shows the 'Add Products' interface. The 'Red blood cells' tab is active. The 'Req.' button is highlighted with a red box. The 'Order Preview' panel on the right shows the order details for 'Red Cells'.

This will open up the phenotypes 'pop-up' box. You can search by either blood char code or blood char description



The two screenshots show the 'Select Blood Chars' pop-up box. The left screenshot shows the search bar with 'Ke' entered, and the right screenshot shows the search bar with 'fy' entered.

Select the phenotype you require in the left hand pane, then click the  icon to move it across to the right hand pane

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Type a characteristic or select from the list :

Characteristic	Description
KE002	(k)
MN004	(s)
FY001	Fya
FY002	Fyb
JK001	Jka
JK002	Jkb
KE003	Kpa

**Blood Characteristics (Negative for these antigens)**

Characteristic	Description
KE002	(k)

Cancel OK

Additional rare phenotypes can be requested via the notes section when there is a definite need.

Patient information and notes are free text. Max blood age is the maximum age in days that are acceptable. E.g. entering 6 indicates blood less than 7 days old is required. This should only be requested where essential. Do not enter a max age for components where max age is part of the component specification e.g. the shelf life for exchange units is always within 5 days of the bleed date.

Once the 'add to order' button is clicked any additional information entered will also be displayed in the order preview.

The screen below shows two order lines, one for 10 A+ red cells and one for 5 O+ red cells irradiated with additional phenotype requirements (i.e. negative for Fya and S) and a maximum age of 5 days.



## Add Products

The requirements screens are different for each component type. For platelets there is the option to enter a patient name or ID. Please refer to Trust policy on providing patient identification data and note that the patient name or ID entered will appear on the dispatch note. A transfusion date and time can be entered. If you enter a date you must enter a time and vice versa. Entering the transfusion date and time prevents the issue of platelets that go out of date before the time required.

For frozen components the requirements option only offers to record a patient name and free text as shown below. Please note that for frozen components no Rh type needs to be entered. All requests will default to Rh pos when added to the order but Rh neg components may be supplied by NHSBT. This substitution will be automatic

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and will not be accompanied by a telephone call. All other substitutions will be accompanied by a telephone call.

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<b>Frozen Product*</b> <b>ABO*</b> <b>Qty*</b> <b>HT-</b> <b>IgA</b> <b>Req.</b> <b>Remove</b> Fresh Frozen Plasma    O    1 <input type="checkbox"/> <input type="checkbox"/> <input type="button" value="-"/> <input type="button" value="X"/>				
<b>Patient information</b> Patient name / ID <input type="text"/> <b>Notes</b> (max 500 characters) <input type="text"/>				
Fresh Frozen Plasma <input type="button" value="-"/> <input type="button" value="X"/> <input type="button" value="+"/> <input type="button" value="X"/>				
Fresh Frozen Plasma <input type="button" value="-"/> <input type="button" value="X"/> <input type="button" value="+"/> <input type="button" value="X"/>				
Fresh Frozen Plasma <input type="button" value="-"/> <input type="button" value="X"/> <input type="button" value="+"/> <input type="button" value="X"/>				
<a href="#">+Add line</a>				<input type="button" value="Add to order"/>
<input type="button" value="X Close without saving"/>				

Order Preview		<a href="#">Preview in a separate page</a>
<b>Blood order</b>		
<a href="#">Amend</a>		
<b>Red blood cells</b>		
<b>Red Cells</b>	<b>Patient Name/ID:</b> Mr SMith A Pos, 10	
	<b>Max blood age -</b>	
	<b>Notes -</b>	
<b>Red Cells Irradiated</b>	<b>Patient Name/ID:</b> Mr Jones O Pos, 5	
	<b>Blood Char neg for:</b> Fya, S,	
	<b>Max blood age -</b>	
	<b>Notes -</b> Notes for individual order lines are entered here.	
<a href="#">Amend</a>		
<b>Platelets</b>		
<b>PLATELETS</b>	<b>Patient Name/ID:</b> Mr Smith O Pos, 1	
	<b>Transfusion date -</b> 20/06/2012 10:30	
	<b>Notes -</b>	
<a href="#">Amend</a>		
<b>Order notes</b>		
<b>Notes</b>	Notes for the entire order are entered here.	

For white cell components the additional requirements screen shown below appears and allows phenotyped information, patient information, transfusion date and time and notes to be added.

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<b>WBC type*</b> <b>ABO*</b> <b>RhD*</b> <b>Qty*</b> <b>CMV-</b> <b>HT-</b> <b>HbS-</b> <b>IgA</b> <b>Aph</b> <b>Req.</b> <b>Remove</b> Leucocytes Irradiated    O    POS    1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="button" value="-"/> <input type="button" value="X"/>				
<b>Phenotypes</b> (Negative for these antigens) <input type="checkbox"/> RhC <input type="checkbox"/> Rh E <input type="checkbox"/> Rh c <input type="checkbox"/> Rh e <input type="checkbox"/> K				
<b>Blood Characteristics</b> (Negative for these antigens) <input type="checkbox"/> Fya <input type="checkbox"/> Fyb <input type="checkbox"/> Jka <input type="checkbox"/> Jkb <input type="checkbox"/> S <input type="checkbox"/> (s)				
<b>Patient information</b> Patient name / ID <input type="text"/> Transfusion date <input type="text"/>				
Transfusion time <input type="text"/> <b>Notes</b> (max 500 characters) <input type="text"/>				

Order Preview		<a href="#">Preview in a separate page</a>
<b>Blood order</b>		
<a href="#">Amend</a>		
<b>Red blood cells</b>		
<b>Red Cells</b>	<b>Patient Name/ID:</b> Mr SMith A Pos, 10	
	<b>Max blood age -</b>	
	<b>Notes -</b>	
<b>Red Cells Irradiated</b>	<b>Patient Name/ID:</b> Mr Jones O Pos, 5	
	<b>Blood Char neg for:</b> Fya, S,	
	<b>Max blood age -</b>	
	<b>Notes -</b> Notes for individual order lines are entered here.	
<a href="#">Amend</a>		

At any point by clicking on 'preview in a separate page', it is possible to view the order in a separate window as shown below. Return to the order screen by clicking on 'preview with order form' in blue on the right hand side of the screen.

## OBOS User Guide

Delivery Information		Order Information	
Delivery method	<b>Del:Stock</b>	Hospital name	<b>Arrowe Park Hospital</b>
Required date	<b>11/09/2012</b>	Submitted by	<b>Craig Wilkes</b>
Required time	<b>22:00</b>	Submitted on	<b>10/09/2012</b>
<b>Request Information</b>		Submitted at	<b>15:10</b>
OBOS request	<a href="#">50351</a>	Hospital Services Dept.	<b>NAT ACCEPT SITE 1</b>
		Status	<b>➡ Received from external system</b>
		Pulse number	<a href="#">L00054406</a>

Del:Stock Order For **11/09/2012, 22:00** PULSE ORDER: **L00054406** [Print Order](#) [Preview with order form](#)

<b>Red Cells</b> <i>Red blood cells</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
<b>Notes:</b>				
<b>PLATELETS</b> <i>Platelets</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
<b>Notes:</b>				
<b>Fresh Frozen Plasma</b> <i>Frozen products</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
<b>Notes:</b>				

[Cancel order](#) [Amend order](#)

Once an order is complete then it can be sent to NHSBT by clicking on the 'send order' button, highlighted in yellow under the order preview section. An order confirmation will be received as shown below. This will show both the OBOS request number and the Pulse order number. The blue OBOS and Pulse numbers are active links.

Delivery Information		Order Information	
Delivery method	<b>Del:Stock</b>	Hospital name	<b>Arrowe Park Hospital</b>
Required date	<b>11/09/2012</b>	Submitted by	<b>Craig Wilkes</b>
Required time	<b>22:00</b>	Submitted on	<b>10/09/2012</b>
<b>Request Information</b>		Submitted at	<b>15:10</b>
OBOS request	<a href="#">50351</a>	Hospital Services Dept.	<b>NAT ACCEPT SITE 1</b>
		Status	<b>➡ Received from external system</b>
		Pulse number	<a href="#">L00054406</a>

**Order has been sent**

Order information
PULSE number <b>L00054406</b>
Current order status <b>Received from external system</b>

[<<Homepage](#) [Amend order](#) [View order details](#)

## OBOS User Guide

From the confirmation screen, you can click on 'view order details' at the bottom right hand side to check the details as shown below. This screen also has a print order option, which can be used to print out a copy of an OBOS order and fax to Hospital Services if the link between OBOS and Pulse is not working.

Delivery Information		Order Information	
Delivery method	Del:Stock	Hospital name	Arrowe Park Hospital
Required date	11/09/2012	Submitted by	Craig Wilkes
Required time	22:00	Submitted on	10/09/2012
<b>Request Information</b>		Submitted at	15:10
OBOS request	50351	Hospital Services Dept.	NAT ACCEPT SITE 1
		Status	➔ Received from external system
		Pulse number	L00054406

Del:Stock Order For 11/09/2012; 22:00 PULSE ORDER: L00054406 [Print Order](#) [Preview with order form](#)

<b>Red Cells</b> <i>Red blood cells</i>	O Pos	Requested: 1 Allocated: none Issued: none	Blood Char neg for: none	Patient:
Notes:				
<b>PLATELETS</b> <i>Platelets</i>	O Pos	Requested: 1 Allocated: none Issued: none	Blood Char neg for: none	Patient:
Notes:				
<b>Fresh Frozen Plasma</b> <i>Frozen products</i>	O Pos	Requested: 1 Allocated: none Issued: none	Blood Char neg for: none	Patient:
Notes:				

[Cancel order](#) [Amend order](#)

### Placing a SSO (Specialist Stock Order) [\[back to top\]](#)

**Specialist products**

*Only to be used for patients approved to receive HLA/HPA selected products*

**NOTE:** Ordering HLA/HPA selected products via the SSO tab is only permitted for follow up requests for patients approved to receive these products. For first time orders please contact your NHSBT H&I laboratory.

From Create Order tab select the 'Create a specialist stock order' option

Home Create order My profile Administration Search order

Create an order

Create a standing order

Create a specialist stock order

Create a specialist stock standing order [Refresh to update again](#)

## OBOS User Guide

Complete the delivery method, required date and time

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

**Delivery Information**

Delivery method \* Del Stock  
 Required date \* 13/05/2015  
 Required time \* HH:MM

**Delivery slots for Wednesday:**  
 10:05  
 15:30

Select either Red cells or platelets

Add Products

**Specialist products** *Only to be used for patients approved to receive HLA/HPA selected products*

Please select from the below

Order type\* Product\*

Red cells ☐

Platelets ☐

The 'Order type' drop down menus are restricted to the type of product available.

- HPA for red cells
- HLA, HPA or HLA/HPA for platelets

**Submit**

Order type\* Product\*

Red cells ☒

Platelets ☐

Order type\* Product\*

Red cells ☐

Platelets ☒

HLA  
HLA/HPA  
HPA

From the 'Product' menu select the product type requested, and press Submit

Order type\* Product\*

Red cells ☐


Platelets ☒ HLA

HLA SELECTED PLATELETS ONE ADULT DOSE  
 HLA SELECTED PLATELETS NEONATAL DOSE  
 HLA SELECTED PLATELETS ONE ADULT DOSE IN PAS

**Submit**

You will see the message below when you press the Submit button highlighting the need for advance notice of orders, select OK to proceed

**Warning message**

 NHSBT requires 24 hours notice to source the best available units for your patient. Less than 24 hours notice may result in an adhoc charge for a routine request.

**OK**

# OBOS User Guide

Specialist products

Only to be used for patients approved to receive HLA/HPA selected products

Order Type\*

Product\*

ABO\*

RhD\*

Qty\*

CMV- HT-

Clear

HLA

Patient Information

Forename\*

Ina

Surname\*

Pickle

DOB\*

01/02/2010

NHS Number\*

123456789

Recipient Code

Patient

Patient ABO

O

Patient RhD

POS

Tick here if NHS number is not available

Hospital No:

Transfusion date

13/05/2015

Transfusion time

10:00

Notes

Mandatory fields are marked \*

Product  
ABO  
RhD  
Qty  
Fore/Surname  
DOB  
NHS or Hospital  
number

The NHS number is preferred as this is unique to the patient. If the patient does not have an NHS number tick the box stating it is not available, and supply the Hospital number. Other fields are not mandatory but beneficial.

Patient Information	
Forename*	<input type="text" value="Ina"/>
Surname*	<input type="text" value="Pickle"/>
DOB*	<input type="text" value=""/>
NHS Number*	<input type="text" value="1111111111"/>
Recipient Code	<input type="text" value=""/>
Patient ABO	<input type="text" value=""/>
Patient RhD	<input type="text" value=""/>
Tick here if NHS number is not available <input type="checkbox"/>	
Hospital No:	<input type="text" value=""/>

Any mandatory fields missed will be highlighted and need completion before you can proceed

*Please enter Date Of Birth*

**Note:** Recipient Code, Patient ABO, Patient RhD fields are not mandatory

Recipient Code   
Patient ABO  Patient RhD

Recipient Code

Patient ABO

*Tick here if NHS n* ☐ Patient  
☐ Baby of patient  
☐ Foetus of patient

But are required details when requesting products for a neonate or foetus with out the mandatory details of their own but the mother's details are used

## OBOS User Guide

When your order is complete 'Add to Order' will move the details over to the right hand side allowing you to 'Send Order'.

**Important Announcement for HLA/HPA Orders**

To ensure your order is processed promptly please contact:

Between 09:00 and 17:00 hours ring local H&I department

Between 17:01 to 08:59 hours ring local Hospital Services department

OK

When the order is sent the advisory message will appear, click OK to continue

An order confirmation will be received as shown below. This will show both the OBOS request number and the Pulse order number. All blue text are active links allowing you to view and amend orders.

**NHS Online Blood Ordering**

Home

Create order

My profile

Administration

Search order

Delivery Information	Order Information	Patient Information
Delivery method <b>Del:Stock</b>	Hospital name <b>Birmingham Women's Hospital</b>	Forename <b>Ina</b>
Required date <b>20/05/2015</b>	Submitted by <b>Dave Wong</b>	Surname <b>Pickle</b>
Required time <b>15:30</b>	Submitted on <b>12/05/2015</b>	D.O.B <b>01/12/2012</b>
<b>Request Information</b>	Submitted at <b>17:59</b>	NHS Number <b>1111111111</b>
OBOS request <a href="#">56299</a>	Hospital Services Dept. <b>NAT ACCEPT SITE 1</b>	Hospital Number
	Status <b>Received from external system</b>	Recipient Code <b>Baby of patient</b>
	Pulse number <a href="#">L00282779</a>	

**Order has been sent**

Order information

PULSE number **L00282779**

Current order status **Received from external system**

[<<Homepage](#)
[Amend order](#)
[View order details](#)

Once an order has been sent it will appear in the current orders tab on the home page between 0 and 14 days before the delivery date dependent on the local configuration. An order will not appear on the home page in advance of 14 days. Progress of an order can be monitored via the home page, see section on monitoring order progress.

### Specialist Stock Standing Orders [\[back to top\]](#)

Select the option to "Create a Specialist Stock Standing Order" then follow the process for creating a standing order on page 32. The additional patient information will be requested as in a normal specialist stock order described above.

**Note:** Due to the need to review all patients and treatment effectiveness the end date for specialist stock standing orders **can not** be more than one month from the start date.

## OBOS User Guide



**The maximum end date that can be selected for SSO orders is one month from the start date**

Delivery Information		Standing Order Delivery Schedule	
Delivery method *	Del:Stock	Frequency *	Every week
Start date *	13/05/2015		
Start time *	HH:MM	On *	<input checked="" type="checkbox"/> Mon 15:30
End date	25/06/2015		<input type="checkbox"/> Tues
The maximum end date that can be selected is one month from the start date			<input checked="" type="checkbox"/> Wed 10:05
			<input type="checkbox"/> Thur

### Using OBOS when Pulse is unavailable. [\[back to top\]](#)

If an order cannot be sent to PULSE then it will appear in the queued orders screen accessed via the home page as shown below. This tab has the number of queued orders at any time shown in brackets on the tab heading. On this tab the request number is the OBOS number as no PULSE request number will be allocated whilst the link between Pulse and OBOS is down. Current status will be shown as queued.

**NHS Online Blood Ordering**
Home Create order My profile Administration Search order

Announcements

Announcements from NHSBT will appear here

Order Summary Last Updated at 11:18 AM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (11)	
Request No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
41549	18-May-2012	21:01	Dave Wong	21-May-2012 EVE	Del:Stock	Queued	
41862	19-May-2012	21:04	Dave Wong	22-May-2012 EVE	Del:Stock	Queued	
42219	20-May-2012	21:01	Dave Wong	23-May-2012 EVE	Del:Stock	Queued	

OBOS will continue to try to send queued orders to Pulse every few minutes until successful. If a queued request needs to be placed urgently then by clicking on the OBOS request number the OBOS request screen can be accessed as shown below. The 'print order' option can be found on the right hand side of this screen and the printed order can be faxed to Hospital Services to be processed urgently. Faxed orders must be accompanied by a telephone call to ensure hospital services staff has received them. Due to essential regular maintenance OBOS will be unavailable on a Sunday between 01.45 and 02.00.



## OBOS User Guide

NHS Online Blood Ordering		Home	Create order	My profile	Administration	Search order
<b>Delivery Information</b> Delivery method <b>Del:Stock</b> Required date * <input type="text" value="11/09/2012"/> Required time * <input type="text" value="HH:MM"/> <input type="text" value="11:30"/> <b>Request Information</b> OBOS request <b>28557</b>		<b>Order Information</b> Hospital name <b>The John Radcliffe Hospital, Oxford</b> Submitted by <b>NHSBT Administrator</b> Submitted on <b>02/11/2011</b> Submitted at <b>21:06</b> Status <b>Queued</b>				

Del:Stock Order For 03/11/2011; AM OBOS Request: 28557 [Print Order](#)

### Amending an order once it has been sent [\[back to top\]](#)

Orders can be amended in OBOS until NHSBT have started to allocate components to it. At this point the order becomes locked and the option to amend an order will not be available on the screen. If amendments are still required then these will need to be made by telephoning your local NHSBT Hospital Services Department.

If an order has a delivery type of 'OBOS Late the delivery method, date or time will not be able to be amended until it has been assigned one of the following delivery types by NHSBT Hospital Services:

Ad Hoc  
 Emergency  
 Del: Stock  
 Collect  
 Emergency Collect

#### Delivery Information

Delivery method	<b>OBOS Late</b>
Required date	<b>12/05/2015</b>
Required time	<b>15:30</b>

It is important to note that any additions to an order are recorded against the PULSE request number and will not be changed in the original OBOS request.

In the example shown in the screenshots below. 10 O pos red cells are ordered generating OBOS request 45439 and Pulse order number W05912468.

## OBOS User Guide

CBST User [Log off](#) Royal Brompton Hospital - P603 [Change](#) **NHS**  
Blood and Transplant

### NHS Online Blood Ordering

Home
Create order
My profile
Administration
Search order

**Delivery Information**

Required date \*

Required time \*

Required time \*

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Product*</th> <th>ABO*</th> <th>RhD*</th> <th>Qty*</th> <th>CMV-</th> <th>HT-</th> <th>HbS-</th> <th>IgA</th> <th>Aph</th> <th>Req.</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Red Cells</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Red Cells</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/></td> </tr> <tr> <td>Red Cells</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="+"/></td> </tr> </tbody> </table>	Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove	Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>				
Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove																																						
Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>																																						
Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>																																						
Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>																																						

[+Add line](#) Add to order

X Close without saving

**Order Preview** [Preview in a separate page](#)

**Blood order**

**Red blood cells** [Amend](#)

**Red Cells** **Patient Name/ID:**  
O Pos, 10

**Max blood age -**

**Notes -**

Save draft
Send order

CBST User [Log off](#) Royal Brompton Hospital - P603 [Change](#) **NHS**  
Blood and Transplant

### NHS Online Blood Ordering

Home
Create order
My profile
Administration
Search order

**Delivery Information**

Delivery method **Del:Stock**

Required date \*

Required time \*

**Request Information**

OBOS request 45439

**Order Information**

Hospital name **Royal Brompton Hospital**

Submitted by **CBST User**

Submitted on **07/06/2012**

Submitted at **11:47**

Hospital Services Dept. **NBS- Colindale**

Status ➔ **Received from system**

Pulse number W05912468

**Order has been sent**

Order information

PULSE number **W05912468**

Current order status

[<<Homepage](#)
[Amend order](#)
[View order details](#)

By clicking on 'amend order' at the bottom of the screen the add products screen is reached and 5 A pos red cells are added as shown below. A reason for the change must be selected from the drop down list.

Clicking on 'Amend' moves an individual component type back into the Add Products screen so that you can make changes.

**Delivery Information**  
 Delivery method \* Del:Stock  
 Required date \* 11/09/2012  
 Required time \* HH:MM 11:30  
**Request Information**  
 OBOS Request 45439

**Order Information**  
 Hospital Name **Royal Brompton Hospital**  
 Submitted By **CBST User**  
 Submitted on **07/06/2012**  
 Hospital Services Dept. **NBS- Colindale**  
 Status **Received from external system**  
 Pulse Number **W05912468**

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<b>Product*</b> <b>ABO*</b> <b>Rhd*</b> <b>Qty*</b> <b>CMV- HT- HbS- IgA Aph Req. Remove</b> <div>           Red Cells           <span>A</span> <span>POS</span> <span>5</span> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span>+</span> <span>-</span> </div> <div>           Red Cells           <span></span> <span></span> <span></span> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span>+</span> <span>-</span> </div> <div>           Red Cells           <span></span> <span></span> <span></span> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span>+</span> <span>-</span> </div> <div>           Red Cells           <span></span> <span></span> <span></span> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <span>+</span> <span>-</span> </div>				

**Reason for Change \*** Hospital request delivery type change

Add line
Add to order

**Order Preview**

**Order order**  
**Red blood cells** Amend  
**Red Cells**      **Patient Name/ID:**  
                          **O Pos, 10**  
  
**Max blood age -**  
**Notes -**

Send order

# NHS Online Blood Ordering

[Home](#)[Create order](#)[My profile](#)[Administration](#)[Search order](#)

## Delivery Information

Delivery method **Del:Stock**

Required date \*

Required time \*

### Request Information

OBOS request **45439**

## Order Information

Hospital name **Royal Brompton Hospital**

Submitted by **CBST User**

Submitted on **07/06/2012**

Submitted at **11:47**

Hospital Services Dept. **NBS- Colindale**

Status **Received from system**

Pulse number **W05912468**

## Order has been sent

Order information

PULSE number **W05912468**

Current order status

[<<Homepage](#)[Amend order](#)[View order details](#)

## OBOS User Guide

The Pulse order now contains the additional red cells; however the OBOS request retains the original request information. See below.

The Pulse order reflects the changes –

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Delivery Information	Order Information
Delivery method <b>Del:Stock</b>	Hospital name <b>Royal Brompton Hospital</b>
Required date * <input type="text" value="11/09/2012"/>	Submitted by <b>CBST User</b>
Required time * <input type="text" value="11:30"/>	Submitted on <b>07/06/2012</b>
<b>Request Information</b>	Submitted at <b>11:47</b>
OBOS request <b>45439</b>	Hospital Services Dept. <b>NBS- Colindale</b>
	Status <b>Received from external system</b>
	Pulse number <b>W05912468</b>

Del:Stock Order For **14/06/2012, AM** PULSE ORDER: **W05912468** [Print Order](#) [Preview with order form](#)

Red Cells	O Pos	Requested:	Blood Char neg for:	Patient:
<b>Red blood cells</b>		<b>10</b>	<b>none</b>	
		Allocated: <b>none</b>		
		Issued: <b>none</b>		
		Notes:		

Red Cells	A Pos	Requested:	Blood Char neg for:	Patient:
<b>Red blood cells</b>		<b>5</b>	<b>none</b>	
		Allocated: <b>none</b>		
		Issued: <b>none</b>		
		Notes:		

The OBOS request retains the original order details –

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Delivery Information	Order Information
Delivery method <b>Del:Stock</b>	Hospital name <b>Royal Brompton Hospital</b>
Required date * <input type="text" value="11/09/2012"/>	Submitted by <b>CBST User</b>
Required time * <input type="text" value="11:30"/>	Submitted on <b>07/06/2012</b>
<b>Request Information</b>	Submitted at <b>11:47</b>
OBOS request <b>45439</b>	Hospital Services Dept. <b>NBS- Colindale</b>
	Status <b>Received from system</b>
	Pulse number <b>W05912468</b>

Del:Stock Order For **14/06/2012, AM** OBOS Request: **45439** [Print Order](#)

Red Cells	O Pos	Requested:	Blood Char neg for:	Patient:
<b>Red blood cells</b>		<b>10</b>	<b>none</b>	<b>none</b>
		Allocated: <b>none</b>		
		Issued: <b>none</b>		
		Notes: none		

# OBOS User Guide

## Saving a request as a draft [\[back to top\]](#)

If a request is compiled in advance of when it is required, additional components may be added later or if you are interrupted in the middle of completing a request then a request may be saved as a draft by clicking on the 'save draft' button to the left of the send order button.

Add Products

Red blood cells

Platelets

Frozen products

White blood cells

Order notes

Product\*

ABO\*

RhD\*

Qty\*

CMV-

HT-

HbS-

IgA

Aph

Req.

Remove

Red Cells

☐

☐

☐

☐

☐

☒

☒

Red Cells

☐

☐

☐

☐

☐

☒

☒

+Add line

Add to order

X Close without saving

Order Preview

Preview in a separate page

Blood order

Red blood cells

Red Cells

Patient Name/ID:

O Pos, 10

Max blood age -

Notes -

Red Cells

Patient Name/ID:Smith

A Pos, 4

Blood Char neg for: K, Fya,

Max blood age -

Notes - New patient - may require more orders over the next few days

Save draft

Send order

A confirmation screen shown below will appear showing that the order has been saved as a draft.

# NHS Online Blood Ordering

[Home](#)[Create order](#)[My profile](#)[Administration](#)[Search order](#)

## Delivery Information

Delivery method **Del:Stock**

Required date \*

Required time \*

## Request Information

OBOS request **45440**

## Order Information

Hospital name **Royal Brompton Hospital**

Submitted by **CBST User**

Submitted on **07/06/2012**

Submitted at **12:10**

Status **D Draft**

Order has been saved as Draft

Order information

OBOS request number **45440**

Current order status **Draft**

[<<Homepage](#)[Amend order](#)[View order details](#)

An OBOS request number will be allocated but no Pulse number will be allocated as the order will not have been sent to NHSBT.

## OBOS User Guide

Draft orders can be accessed via the draft orders tab on the home screen as shown below. The counter next to draft orders indicates how many draft orders have been saved. To re-enter the order click on the OBOS request number in blue on the left hand side of the screen.

**NHS Online Blood Ordering**

Home Create order My profile Administration Search

Announcements

Announcements from NHSBT will appear here

Order Summary Last Updated at 12:10 PM [Refresh to update](#)

Current Orders Draft Orders (1) Standing Orders Queued Orders (0)

Request No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status
45440	07-Jun-2012	12:10	CBST User	14-Jun-2012 AM	Del:Stock	Draft

The request can then be amended, duplicated, cancelled or sent as required.

**NHS Online Blood Ordering**

Home Create order My profile Administration Search

**Delivery Information**

Required date \* 11/09/2012

Required time \* HH:MM 11:30

Required time AM

**Order Information**

Hospital name Royal Brompton Hospital

Submitted by CBST User

Submitted on 07/06/2012

Submitted at 12:10

Status Draft

Del:Stock Order For 14/06/2012, AM OBOS Request: 45440 [Print Order](#) [Preview with order form](#)

<b>Red Cells</b> Red blood cells	<b>O Pos</b>	Requested: 10 Allocated: none Issued: none	Blood Char neg for: none	Patient: none
<b>Red Cells</b> Red blood cells	<b>A Pos</b>	Requested: 4 Allocated: none Issued: none	Blood Char neg for: Fya, K	Patient: Smith

Notes: none

Notes: New patient - may require more orders over the next few days

Cancel order Duplicate Request Amend order Send order

## OBOS User Guide

### Duplicating a request [\[back to top\]](#)

It is possible to create a duplicate of a request that has been placed previously. A duplicate request button exists on draft or completed OBOS request screens. Click on the 'duplicate request' button located at the bottom of the screen.

Delivery Information		Order Information	
Delivery method	Det:Stock	Hospital name	Royal Brompton Hospital
Required date *	11/09/2012	Submitted by	CBST User
Required time *	11:30	Submitted on	07/06/2012
Request Information		Submitted at	12:10
OBOS request	45440	Status	<span style="background-color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">D</span> Draft

Del:Stock Order For 14/06/2012, AM    OBOS Request: 45440    [Print Order](#)    [Preview with order form](#)

<b>Red Cells</b> <i>Red blood cells</i>	O Pos	Requested: 10 Allocated: none Issued: none	Blood Char neg for: none	Patient: none	Notes: none
<b>Red Cells</b> <i>Red blood cells</i>	A Pos	Requested: 4 Allocated: none Issued: none	Blood Char neg for: Fya, K,	Patient: Smith	Notes: New patient - may require more orders over the next few days

[Cancel order](#)    [Duplicate Request](#)    [Amend order](#)    [Send order](#)

A new request screen will appear as shown below with an information box indicating that some fields, for example date and time required will need to be re-entered. All request lines will need to be edited for any changes to patient details, transfusion dates and notes and re-added to the new order using the 'add to order' button. A yellow surround to the product tab indicates that there are lines in that tab to review. Once all details have been updated and all lines required added the new request can be submitted by clicking on the 'send order' button. This new order will then be allocated a new OBOS request number and a new Pulse order number.

**NHS Online Blood Ordering**

Home Create order My profile Search order

**Please amend the highlighted fields.**  
All patient details, transfusion dates and order notes have been removed.  
Please enter these again if required.

**Delivery Information**

Delivery method \* Det:Stock

Required date \*

Required time \* 11:30

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<b>Product *</b> <span style="border: 1px solid black; padding: 2px;">Red Cells</span> <span style="border: 1px solid black; padding: 2px;">Red Cells</span>	<b>ABO *</b> <span style="border: 1px solid black; padding: 2px;"></span>	<b>RhD *</b> <span style="border: 1px solid black; padding: 2px;"></span>	<b>Qty *</b> <span style="border: 1px solid black; padding: 2px;"></span>	<b>CMV HT HbS IgA Aph Req Remove</b> <span style="border: 1px solid black; padding: 2px;"></span>

**Order Preview**

Blood order

[Save draft](#)    [Send order](#)

## OBOS User Guide

### Cancelling a request or order [\[back to top\]](#)

Requests or orders can be cancelled on OBOS where the 'cancel order' button appears up to the point at which NHSBT has started to allocate components to it. From this point the cancel order button will not appear and cancellation will have to be telephoned to the Hospital Services department.

Del:Stock Order For 12/09/2012; 11:30 Schedule reference: 544 [Print Order](#) [Preview with order form](#)

<b>Red Cells</b> <i>Red blood cells</i>	<b>A Neg</b>	Requested: <b>10</b> Allocated: <b>none</b> Issued: <b>none</b>	CMV-, HbS-, Blood Char neg for: <b>none</b> <b>Notes:</b> none	Patient: <b>none</b>
<b>Red Cells</b> <i>Red blood cells</i>	<b>B Pos</b>	Requested: <b>2</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b> <b>Notes:</b> none	Patient: <b>none</b>
<b>PLATELETS</b> <i>Platelets</i>	<b>AB Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b> <b>Notes:</b> none	Patient: <b>none</b> Transfusion Date:

[Cancel order](#) [Amend order](#)

### Creating a Standing order [\[back to top\]](#)

From the home page create order tab select 'create a standing order'.

Amy Furness [Log off](#) Furness General Hospital - M205 [Change](#) [NHS](#) Blood and Transplant

### NHS Online Blood Ordering

[Home](#) [Create order](#) [My profile](#) [Search order](#)

[Create an order](#)  
[Create a standing order](#)


Announcements  
[Announcements from NHSBT will appear here](#)

Order Summary Last Updated at 5:12 PM [Refresh to update again](#)

[Current Orders](#) [Draft Orders \(1\)](#) [Standing Orders](#) [Queued Orders \(0\)](#)

Select a delivery method and start date, the start time option will be unavailable

Contact NHSBT



You are placing this order 15 days or more in advance of the current date.

[OK](#)

When selecting a date over 21 days in advance the below warning message will be shown.



## OBOS User Guide

There is no option to select emergency delivery or emergency collect for a standing order.

In the standing order delivery schedule shown below select either weekly or every alternate week from the frequency drop down list. Please check that routine deliveries are available from your usual schedule for standing orders otherwise ad hoc deliveries may be used

Delivery Information	Standing Order Delivery Schedule
Delivery method * <input type="text" value="Del:Stock"/>	Frequency * <input type="text" value="Every week"/>
Start date * <input type="text" value="13/05/2015"/>	On * <input type="text" value="Every alternate week"/>
Start time * <input type="text" value="HH:MM"/>	<input type="checkbox"/> Tues <input type="text" value=""/>
End date <input type="text" value=""/>	<input type="checkbox"/> Wed <input type="text" value=""/>
<small>If no end date is selected the standing order will continue until further notice</small>	<input type="checkbox"/> Thur <input type="text" value=""/>
	<input type="checkbox"/> Fri <input type="text" value=""/>
	<input type="checkbox"/> Sat <input type="text" value=""/>
	<input type="checkbox"/> Sun <input type="text" value=""/>


When choosing the **Ad Hoc** or **Collect** delivery types, select the days you wish the standing order to be delivered /collected and manually enter the time for each day.

Delivery Information	Standing Order Delivery Schedule
Delivery method * <input type="text" value="Ad Hoc"/>	Frequency * <input type="text" value="Every week"/>
Start date * <input type="text" value="09/07/2014"/>	On * <input checked="" type="checkbox"/> Mon <input type="text" value="10:00"/>
Start time * <input type="text" value="HH:MM"/>	<input checked="" type="checkbox"/> Tues <input type="text" value="10:00"/>
End date <input type="text" value="22/07/2014"/>	<input checked="" type="checkbox"/> Wed <input type="text" value="16:00"/>
<small>If no end date is selected the standing order will continue until further notice</small>	<input type="checkbox"/> Thur <input type="text" value=""/>
	<input type="checkbox"/> Fri <input type="text" value=""/>
	<input type="checkbox"/> Sat <input type="text" value=""/>
	<input type="checkbox"/> Sun <input type="text" value=""/>


When choosing the **Del:Stock** delivery type, select the days you wish the standing order to be delivered and select a time from the 'delivery slot matrix'


Delivery Information	Standing Order Delivery Schedule
Delivery method * <input type="text" value="Del:Stock"/>	Frequency * <input type="text" value="Every week"/>
Start date * <input type="text" value="09/07/2014"/>	On * <input checked="" type="checkbox"/> Mon <input type="text" value="10:05"/>
Start time * <input type="text" value="HH:MM"/>	<input checked="" type="checkbox"/> Tues <input type="text" value="15:30"/>
End date <input type="text" value="15/07/2014"/>	<input checked="" type="checkbox"/> Wed <input type="text" value=""/>
<small>If no end date is selected the standing order will continue until further notice</small>	<input type="checkbox"/> Thur <input type="text" value=""/>
	<input type="checkbox"/> Fri <input type="text" value=""/>
	<input type="checkbox"/> Sat <input type="text" value=""/>
	<input type="checkbox"/> Sun <input type="text" value=""/>

**Delivery slots for Wednesday :**  
 10:05  
 15:30

Select the days of the week that the standing order is required and select any exception dates that you wish to apply by highlighting them using the calendar icon and then use the  arrow to move selected dates into the 'except on' box as shown below.

Delivery Information	Standing Order Delivery Schedule
Delivery method * <input type="text" value="Del:Stock"/>	Frequency * <input type="text" value="Every week"/>
Start date * <input type="text" value="09/07/2014"/>	On * <input checked="" type="checkbox"/> Mon <input type="text" value="10:05"/>
Start time * <input type="text" value="HH:MM"/>	<input checked="" type="checkbox"/> Tues <input type="text" value="15:30"/>
End date <input type="text" value="28/07/2014"/>	<input checked="" type="checkbox"/> Wed <input type="text" value="10:05"/>
<small>If no end date is selected the standing order will continue until further notice</small>	<input type="checkbox"/> Thur <input type="text" value=""/>
	<input type="checkbox"/> Fri <input type="text" value=""/>
	<input type="checkbox"/> Sat <input type="text" value=""/>
	<input type="checkbox"/> Sun <input type="text" value=""/>

Except on  

Require on  

**Delivery slots for Thursday :**  
 10:05  
 15:30

When a date is moved to the 'Except on' box an alternative date for that specific data can be chosen, i.e. 'Except on' a Bank Holiday Monday could be 'Require on' the following Tuesday.

## OBOS User Guide

Dates moved into the in 'except on' box in error can be removed using the ➔ arrow. It is possible to add an end date for standing orders. If no end date is selected the standing order will continue until cancelled by the user.

Component request lines, special requirements, patient names and order messages are added to a standing order in exactly the same way as when creating a single order. However there is no option to add a transfusion date and time to components within a standing order as they would only be valid for one instance of the standing order.

Up to three patient names can be displayed on each standing order schedule. If you include more than three patients per schedule the additional names will not be displayed.

Once the order is complete click on 'send order' to register the standing order on OBOS. Note: there is currently no facility to save a standing order as a draft. Once the order has been sent the order confirmation page shows that a standing order has been generated and allows the delivery days and exception dates to be viewed by clicking on the blue icons as shown below. An OBOS schedule reference is listed on the left hand side of the screen.

NHS Online Blood Ordering

[Home](#)
[Create order](#)
[My profile](#)
[Search order](#)

<b>Delivery Information</b> Delivery method <b>Del:Stock</b> Start date <b>12/09/2012</b> Start time <b>11:30</b> End Date <b>12/12/2012</b> <b>Request Information</b> Schedule reference <b>544</b>	<b>Order Information</b> Hospital name <b>Arrowe Park Hospital</b> Submitted by <b>Craig Wilkes</b> Submitted on <b>11/09/2012</b> Submitted at <b>11:49</b> Frequency <b>Weekly</b> Days <a href="#">31 Days</a> Except on <a href="#">Dates</a>
---	--

**Standing order has been generated**

Order information

Current order status **New**

[<<Homepage](#)
[Amend order](#)
[View order details](#)

[Help Files - OBOS User Guide | Component Portfolio | Presentation](#)
[Support - Contact your Hospital OBOS Admin | Version - UAT | 2](#)
Ver: 4.1.0

Your last login was on: 11/09/2012 10:59:51.

## OBOS User Guide

By clicking on the OBOS schedule reference the detail of the content of the standing order can be viewed. From this screen it is possible to 'print', 'amend' or 'cancel' the standing order.

**NHS Online Blood Ordering**
Home Create order My profile Search order

**Delivery Information**  
Delivery method **Del:Stock**  
Start date **12/09/2012**  
Start time **11:30**  
End Date **12/12/2012**  
**Request Information**  
Schedule reference [544](#)

**Order Information**  
Hospital name **Arrowe Park Hospital**  
Submitted by **Craig Wilkes**  
Submitted on **11/09/2012**  
Submitted at **11:49**  
Frequency **Weekly**  
Days [Days](#)  
Except on [Dates](#)

Del:Stock Order For **12/09/2012; 11:30** Schedule reference: **544**
Print Order Preview with order form

<b>Red Cells</b> <i>Red blood cells</i>	<b>A Neg</b>	Requested: <b>10</b> Allocated: <b>none</b> Issued: <b>none</b>	<b>CMV-, HbS-,</b> Blood Char neg for: <b>none</b> <b>Notes: none</b>	Patient: <b>none</b>
<b>Red Cells</b> <i>Red blood cells</i>	<b>B Pos</b>	Requested: <b>2</b> Allocated: <b>none</b> Issued: <b>none</b>	<b>Blood Char neg for: none</b> <b>Notes: none</b>	Patient: <b>none</b>
<b>PLATELETS</b> <i>Platelets</i>	<b>AB Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	<b>Blood Char neg for: none</b> <b>Notes: none</b>	Patient: <b>none</b> Transfusion Date:

Cancel order
Amend order

From the home page standing orders can be viewed using the 'standing order' tab, shown below. The standing order screen will show instances of the standing order that are due in the next three weeks. Standing order schedules which have a start date up to 365 days from current date will now appear on the standing order tab on the home screen. However, delivery dates will only start to populate the schedule within 20 days of the required date OBOS will automatically send an instance of a standing order to Pulse when it becomes due for delivery in three days time (or within the next three days for new standing orders). At this point the next deliveries date will disappear from the Next deliveries section and the order will appear on the current orders section of the home page together with the Pulse order number that has been assigned to it. From this point on, this instance of a standing order can be edited and updated in the same way as stand alone single orders.


**Order Summary**
Last Updated at 2:06 PM [Refresh to update again](#)

Current Orders Draft Orders (1) **Standing Orders** Queued Orders (0)

Schedule ref	Patient name/ID	Required time	Start date	Delivery type	SSO
3638 <a href="#">Amend schedule or ordered product</a>	Paul Phoenix		13-Jul-2015	Del:Stock	
<b>Next deliveries</b> 1. 14-Jul-2015      4. 19-Jul-2015 2. 15-Jul-2015 3. 17-Jul-2015					
3637 <a href="#">Amend schedule or ordered product</a>			13-Jul-2015	Del:Stock	
<b>Next deliveries</b> 1. 15-Jul-2015 2. 16-Jul-2015 3. 17-Jul-2015					

## OBOS User Guide

Up to three patient names can be displayed on each standing order schedule. If you include more than three patients per schedule the additional names will not be displayed. Please note Specialist Stock Standing Orders will only cover one patient and their name will not appear on the general standing order page.

To help identify instances of standing orders that have moved to the home page they will have a standing order icon  on the left hand side. By hovering over this icon the original OBOS standing order reference number can be viewed as shown below.

### Order Summary

Last Updated at 8:33 PM [Refresh to update again](#)


Current Orders		Draft Orders (31)		Standing Orders		Queued Orders (0)		
	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	L00048895	02-Nov-2011	00:02	Dave Wong	05-Nov-2011, 12:15	Del:Stock	 Received from external system	
Standing Reference Number 420		2011	00:02	Dave Wong	05-Nov-2011, 12:15	Del:Stock	 Received from external system	
	L00048889	02-Nov-2011	00:02	NHSBT Administrator	05-Nov-2011, 12:15	Del:Stock	 Received from external system	

When you view an individual instance of a standing order a live link to the OBOS request, schedule reference and pulse request can be seen. If the individual instance of the standing order is amended then the standing order icon will disappear as the Pulse order is not then the same as the original OBOS standing order request.

### Cancelling Standing Orders (Partial/Complete) [\[back to top\]](#)

Once a standing order is submitted, the individual instances move over to the home page three days prior to delivery. These can be cancelled via the home page **BUT** only cancels the individual instance. This is highlighted by the below warning screen:

Cancel order



Please confirm that you want to cancel this order.

This will cancel

- all order lines not currently shown on the Home Page
- all product types(all tabs)

Contact person :

Cancel Reason :

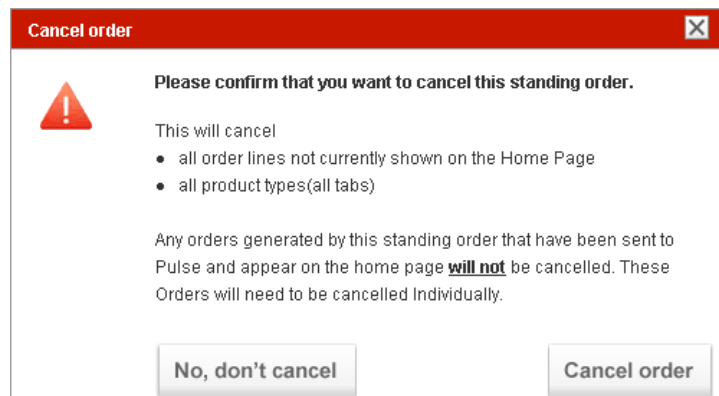
This will only cancel this instance of the standing order. To cancel the standing order schedule please click on the standing order tab from the home page.

No, don't cancel

Cancel order

To change or cancel future instances of the standing order changes must be made to the standing order schedule accessed by clicking on 'amend scheduled or ordered products' in blue on this order summary screen. This will cancel all related orders that have not moved to the home screen.

## OBOS User Guide



This will not update any instances that have been allocated a Pulse number and moved to the current orders tab. Once allocated a Pulse number, individual instances of a standing order will need to be amended independently.

### Tracking orders [\[back to top\]](#)

From the home page it is possible to track the progress of current orders. The screen below shows various stages orders can be at. To view detail of an individual order click on the Pulse number in blue in the left hand column.

NHS Online Blood Ordering

HomeCreate orderMy profileSearch order

Order Summary














Last Updated at 3:41 PM [Refresh to update again](#)

Current Orders		Draft Orders (1)		Standing Orders		Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
J00107797	07-Dec-2011	00:04	HOSPITAL ADMIN3	12-Jan-2010, PM	Emergency	✗ Unfulfilled	
J00107796	07-Dec-2011	00:04	Shirley Hannam	13-Jan-2010, AM	Ad Hoc	⬇️ Waiting for issue	
J00107795	07-Dec-2011	00:03		13-Jan-2010, PM	Del Stock	🔒 Locked by another user	
J00107794	06-Dec-2011	12:44	NHSBTNHSBTNHSBTN...	13-Jan-2010, AM	Ad Hoc	➡️ Received from external system	
J00107792	06-Dec-2011	12:30	HOSPITAL ADMIN3	13-Jan-2010, AM	Del Stock	⬇️ Awaiting allocation (external)	
J00107791	06-Dec-2011	12:23	Shirley Hannam	14-Jan-2010, AM	Del Stock	✅ Preparation in progress	
J00107790	06-Dec-2011	12:23	Shirley Hannam	14-Jan-2010, AM	Del Stock	⬇️ Awaiting allocation (external)	
J00107789	06-Dec-2011	12:23	Shirley Hannam	14-Jan-2010, PM	Del Stock	📧 Notification received	
J00107788	06-Dec-2011	12:23	Shirley Hannam	14-Jan-2010, AM	Del Stock	✅ Prepared, Awaiting Dispatch	
J00107787	06-Dec-2011	12:22	Shirley Hannam	14-Jan-2010, PM	Del Stock	📧 Notification received	
J00107786	06-Dec-2011	12:17	Shirley Hannam	14-Jan-2010, PM	Ad Hoc	✅ Partially Issued	
J00107785	06-Dec-2011	12:10	Shirley Hannam	14-Jan-2010, AM	Del Stock	➡️ Notif. outstanding-dispatched	

There are 14 status messages for current orders shown under the current order status heading:


➡️ Received from external system – indicates that NHSBT have received the order and a Pulse order number had been allocated.

## OBOS User Guide

-  Awaiting allocation – indicates that staff at NHSBT have viewed the order, but have not yet allocated specific donations to fulfil the order.
-  Waiting for issue – indicates that units have been allocated to the order but the order has not yet been prepared.
-  Partially issued – indicates that some components have been issued but the order is not yet complete.
-  Locked by another user – indicates that staff at NHSBT are currently viewing the order.
-  Preparation in progress – indicates that staff at NHSBT are currently issuing components to the order.
-  Prepared awaiting dispatch – indicates that the order is complete but had not yet left NHSBT
-  Notif. Outstanding dispatched - indicates that the order has been dispatched from NHSBT but the paperwork confirming receipt at the hospital has not been received.
-  Notification received – indicates that the paperwork has been received by NHSBT and the process is complete. Once orders reach this stage they will no longer appear on the home page but can be searched for using the search function.
-  Unfulfilled – no components are available to undertake the order.
-  Awaiting patient link (SSO) – indicates H&I staff have viewed the Specialist stock order, but have not yet linked the order to the NHSBT patient record.
-  Awaiting assignment (SSO) – indicates H&I staff have not yet allocated specific donations to fulfil the order.
-  Awaiting authorisation (SSO) – indicates H&I staff have not yet submitted the order to be issued
-  To be updated by the hospital – indicates the specialist stock order received from OBOS can not be processed. H&I staff have returned the order for it to be amended or cancelled by the hospital. You

A list of OBOS icons and headings is available in appendix two.

### Tracking 'Specialist Stock Orders' [\[back to top\]](#)

From the home page it is possible to track the progress of Specialist Stock Orders, indicated by the 'SSO' column and the  icon. This column can be ordered so that all Specialist Stock Orders appear at the top of the list.

#### Order Summary

Last Updated at 1:24 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
L00146479	06-May-2014	11:56		07-May-2014, 16:00	Del Stock	 Waiting for Issue	
L00146045	02-May-2014	09:07		05-May-2014, 12:00	Collect	 Awaiting allocation (external)	
L00139565	01-May-2014	15:44	Admin Admin	01-May-2014, 22:00	Ad Hoc	 Awaiting allocation (external)	

(Template Version 07/10/08)

## OBOS User Guide

Clicking on the SSO icon or the Pulse number will take you into a **read only** view of that particular order.

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Delivery Information	Order Information	Patient Information
Delivery method: <b>Del:Stock</b>	Hospital name: <b>Arrowe Park Hospital</b>	NHS Number: <b>4381837819</b>
Required date: <b>07/05/2014</b>	Submitted by:	Forename: <b>TAHMIDAS</b>
Required time: <b>16:00</b>	Submitted on: <b>06/05/2014</b>	Surname: <b>CHOUDHARYS</b>
<b>Request Information</b>	Submitted at: <b>11:56</b>	D.O.B: <b>10/01/1966</b>
OBOS request: 0	Hospital Services: <b>NAT ACCEPT SITE 1</b>	Hospital Number:
	Dept.:	
	Status: <b>Waiting for Issue</b>	
	Pulse number: <b>L00146479</b>	

Del:Stock Order For **07/05/2014, 16:00** PULSE ORDER: **L00146479** [Print Order](#) [Return to Home Page](#)

<b>Red Cells</b>	<b>O Neg</b>	Requested: <b>1</b>	Blood Char neg for: <b>none</b>	Patient:
<i>Red blood cells</i>		Allocated: <b>none</b>		
		Issued: <b>none</b>		
<b>Notes:</b>				

Where patient information exists for that particular Specialist Stock Order, this will be visible in the upper right hand pane.

Specialist Stock Orders not created in OBOS do not have an OBOS number. These specialist stock orders have been created by H&I staff following receipt of a faxed paper order from the hospital.

**NOTE: This is a read only view of the order. The order cannot be amended or deleted without contacting NHSBT Hospital Services.**

Pulse numbers are listed to the left hand side of the screen. In the far left hand column an icon indicates that an OBOS request has been split by NHSBT into several Pulse orders. This is usually done to facilitate order preparation, either by separating products into different types or by separating products that will not be available until later.

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Announcements

Announcements from NHSBT will appear here

Order Summary Last Updated at 8:48 PM [Refresh to update again](#)

Current Orders		Draft Orders (31)		Standing Orders		Queued Orders (0)		
	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	L00048875	01-Nov-2011	13:58	NHSBT Administrator	01-Nov-2011, EVE	Plus Add	Waiting for Issue	
	L00048876	01-Nov-2011	13:58	NHSBT Administrator	01-Nov-2011, EVE	Plus Add	Waiting for Issue	
	L00048874	01-Nov-2011	13:56	NHSBT Administrator	04-Nov-2011, PM	Plus Add	Waiting for Issue	

## OBOS User Guide

By clicking on the icon the original Pulse order numbers can be viewed. By clicking on the PULSE number coloured blue it is possible to view the order content as in the example shown below.

	Pulse no.	Date Ordered	Time Ordered	Ordered By	Requested Date	Requested Time	Delivery	Current Status	SSO
	<a href="#">W02226427</a>	11-May-2011	11:23	Dave Wong	11-May-2011	EVE	Del:Stock	Notification outstanding	<a href="#">SSO</a>

W02226427

[W02228108](#)

[W02228109](#)

In the screenshot below you can see that order W02226427 has been split into three, W02226427, W02228108 and W02228109. The red cell ordered remains on order number W02226427 and a component has been allocated to that order line. The platelet request shows as split and re-assigned.

**NHS Online Blood Ordering**
Home Create order My profile Administration Search order

**Delivery Information**  
 Delivery method **Del:Stock**  
 Required date \*   
 Required time \*

**Request Information**  
 OBOS request [24059](#)

**Order Information**  
 Hospital name **Royal Brompton Hospital**  
 Submitted by **Dave Wong**  
 Submitted on **11/05/2011**  
 Submitted at **11:23**  
 Hospital Services Dept. **NBS- Colindale**  
 Status **Notification outstanding**  
 Pulse number [W02226427](#)

Del:Stock Order For **11/05/2011; EVE** PULSE ORDER: **W02226427**
Print Order

<b>Red Cells</b> <i>Red blood cells</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>1</b> Issued: <b>1</b>	Blood Char neg <b>Notes:</b>	<div>           W02226427  <a href="#">W02228108</a>  <a href="#">W02228109</a> </div>
<b>Platelets</b> <i>Platelets</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b> <b>Notes:</b>	<b>Split &amp; Deleted:</b>

By clicking on the blue links in the pop up box you can navigate to see that the platelet order has been split onto order W02228108 – shown below. All split orders retain the original OBOS request number.



## OBOS User Guide

NHS Online Blood Ordering		<a href="#">Home</a> <a href="#">Create order</a> <a href="#">My profile</a> <a href="#">Administration</a> <a href="#">Search order</a>	
<b>Delivery Information</b> Delivery method <b>Del:Stock</b> Required date * <input type="text" value="11/09/2012"/> Required time * <input type="text" value="HH:MM"/> <input type="text" value="11:30"/>		<b>Order Information</b> Hospital name <b>Royal Brompton Hospital</b> Submitted by <b>Dave Wong</b> Submitted on <b>11/05/2011</b> Submitted at <b>12:03</b> Hospital Services Dept. <b>NBS- Colindale</b> Status <b>Waiting for Issue</b> Pulse number <b>W02228108</b>	
<b>Request Information</b> OBOS request <b>24059</b>			


Del:Stock Order For **11/05/2011; EVE** PULSE ORDER: **W02228108** [Print Order](#)

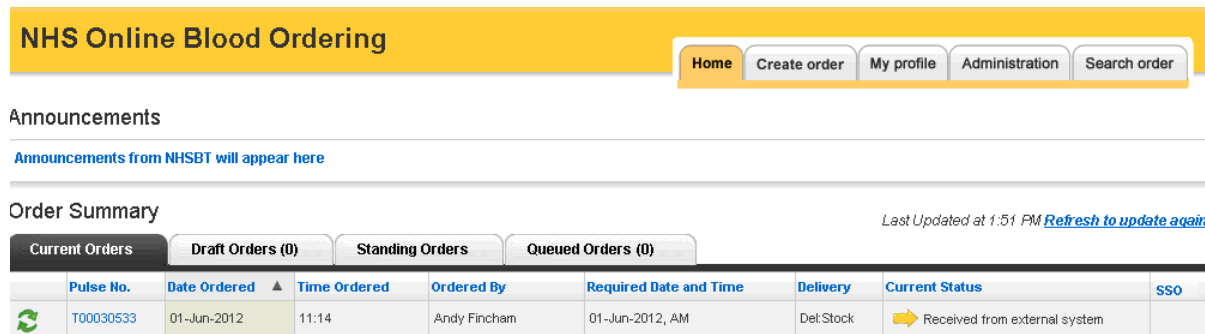
Platelets	O Pos	Requested:	Allocated:	Issued:	Blood Char neg for:	Patient:
Platelets		1	none	none	none	
Notes:						

When an order is split in Pulse, the 'split' portion of the order will go back to a status of 'awaiting allocation'. Users will now be able to amend / cancel the order as long as the products have not been allocated in Pulse.

## OBOS User Guide

### Tracking standing orders on the home page. [\[back to top\]](#)

Standing orders are indicated on the home page by the icon . By hovering over this icon the OBOS standing order reference can be viewed, see screen shot below. If a single instance of a standing order is edited via the Pulse order number then this icon will not appear.





**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Announcements

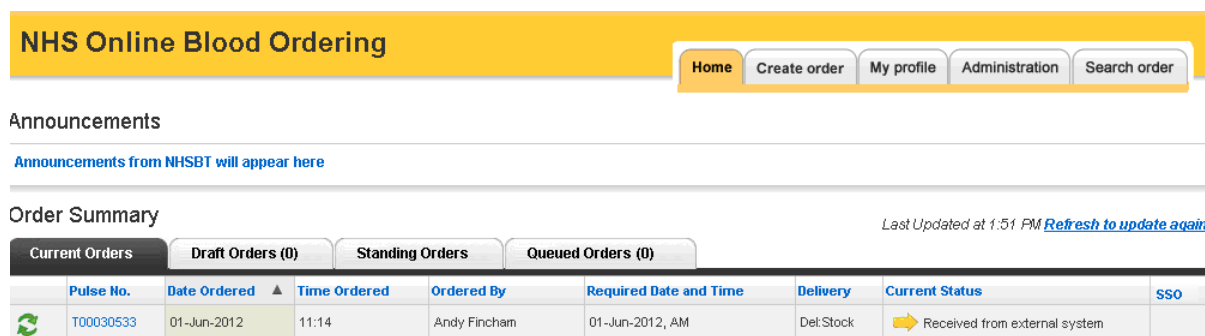
Announcements from NHSBT will appear here

Order Summary Last Updated at 1:51 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
 T00030533	01-Jun-2012	11:14	Andy Fincham	01-Jun-2012, AM	Del:Stock	 Received from external system	

### Using filters on the order summary tabs. [\[back to top\]](#)

The four order summary tabs on the home screen can be arranged using the PULSE number, date ordered, time ordered, ordered by, required date and time, delivery or current status. Click on the blue wording and the “▼” icon will appear to indicate the filter currently applied is in ascending order, click a second time and the “▲” icon will appear to indicate the filter is applied in descending order. Filters applied will remain in place until removed even if the user refreshes the screen or logs out and then logs back in again.





**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Announcements

Announcements from NHSBT will appear here


Order Summary Last Updated at 1:51 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
 T00030533	01-Jun-2012	11:14	Andy Fincham	01-Jun-2012, AM	Del:Stock	 Received from external system	

### Component Substitutions. [\[back to top\]](#)

When NHSBT is unable to supply a specific component, substitution of another suitable component will be agreed with the hospital by telephone. Details of the person agreeing the substitution will be held on Pulse and will not be transferred back to OBOS. Hospital staff can enquire by telephone if the name of the person who agreed the substitution is required.

## OBOS User Guide

Order L00048859 is waiting for issue and contains a substitution indicated by the  icon. In this example in the first line the O pos platelet requested has not had a component allocated and the second line has an A pos platelet allocated although none was requested.

**NHS Online Blood Ordering**

[Home](#)
[Create order](#)
[My profile](#)
[Administration](#)
[Search order](#)

**Delivery Information**

Delivery method **Ad Hoc**

Required date \*

Required time \*

**Request Information**

OBOS request [28479](#)

**Order Information**


Hospital name **The John Radcliffe Hospital, Oxford**

Submitted by **NHSBT Administrator**

Submitted on **01/11/2011**



Submitted at **12:01**

Hospital Services Dept. **NAT ACCEPT SITE 1**

Status  **Waiting for Issue**

Pulse number [L00048859](#)

Ad Hoc Order For **01/11/2011; EVE** PULSE ORDER: **L00048859**
[<< Return to Search Results](#)
[Print Order](#)

	<b>Platelets</b> <i>Platelets</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
<b>Notes:</b>					
	<b>Platelets</b> <i>Platelets</i>	<b>A Pos</b>	Requested: <b>0</b> Allocated: <b>1</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
<b>Notes:</b>					

The original request can be viewed by clicking on the OBOS request number. As shown below this will contain only the information from the original request that was sent to Pulse.

**NHS Online Blood Ordering**

[Home](#)
[Create order](#)
[My profile](#)
[Administration](#)
[Search order](#)

**Delivery Information**

Delivery method **Ad Hoc**

Required date \*

Required time \*

**Request Information**

OBOS request [28479](#)

**Order Information**


Hospital name **The John Radcliffe Hospital, Oxford**

Submitted by **NHSBT Administrator**

Submitted on **01/11/2011**

Submitted at **12:01**

Hospital Services Dept. **NAT ACCEPT SITE 1**

Status  **Received from system**

Pulse number [L00048859](#)

Ad Hoc Order For **01/11/2011; EVE** OBOS Request: **28479**
[<< Return to Search Results](#)
[Print Order](#)

<b>Platelets</b> <i>Platelets</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient: <b>none</b>
Transfusion Date:				
<b>Notes:</b> none				

## OBOS User Guide

### Updating options within my profile [\[back to top\]](#)

Two options are offered within the my profile tab, update my profile and update my password.

In the update my profile screen, shown below, hospital users are able to edit and save their first name, surname, e-mail address and job title. Users will need to click on 'save' to update any changes made. Users are not able to change their training date, role or hospitals they are able to access on OBOS. Changes to these items need to be made by a hospital or NHSBT administrator.

In the update my password screen, shown below, hospital users are able to change their password or change the security question that they will be prompted to answer if they forget their password. Both passwords and security question answers are case sensitive. Users will need to click on 'save' to update any changes made.

## OBOS User Guide

### Update my password

Username admin

Old password \*

New password \*

Confirm New password \*

Your password should be:

- 7-14 characters long
- at least one special character
- at least one capital letter
- at least one number

Your security question and answer is required to reset your password if you forget.

Your security question \*

Eg: Your Mother's Maiden name?

Your answer \*

Cancel

Save

## OBOS User Guide

### Appendix One.

#### Administration.

#### Hospital administrators. [\[back to top\]](#)

An initial hospital administration account will be set up by NHSBT as part of the go live preparations. The hospital administrator will then be able to set up other hospital administrators and hospital users. Access to this additional functionality is via an administration tab on the home page. It is recommended that hospitals have at least two administrators set up so that they can re-set one another's accounts if they become locked.

#### Updating Order Display. [\[back to top\]](#)

Hospital Administrators can configure the length of time orders can be seen on the home page pre and post "today's" date. The maximum time in advance that orders can be seen is 14 days and the maximum range from pre to post "today's" date is 15 days. There is a new option to "Update order display" on the administration tab.

**NHS Online Blood Ordering**

Home Create order My profile **Administration** Search order

Announcements  
Announcements from NHSBT will appear here

Search User  
Add new user  
Update order display

Order Summary  
Last Updated at 5:09 PM [Refresh to update again](#)

Current Orders Draft Orders (2) Standing Orders Queued Orders (0)

	Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	P00001153	29-May-2012	00:05	David Wong	01-Jun-2012, AM	Ad Hoc	Received from external system	

Selecting "Update order display" brings up the following screen

**NHS Online Blood Ordering**

Home Create order My profile **Administration** Search order

Current Orders display range

Days Before\*

Days After\*

Note: Display Range will be changed for the selected hospital on clicking 'Save'.

Cancel Save

Enter "Days Before" and "Days After" the current date as appropriate. Please note standing orders are still only sent to Pulse 3 days before the delivery date and their appearance on the OBOS Home page from this point will be dictated by the local configuration.

## OBOS User Guide

A warning will appear for orders placed 15 days or more in advance

The screenshot shows the NHS Online Blood Ordering interface. A red warning box titled "Contact NHSBT" is displayed in the center. The message inside the box reads: "You are placing this order 15 days or more in advance of the current date." Below the message is a yellow "OK" button. The background shows the "Delivery Information" section with fields for "Delivery method" (Del:Stock), "Required date" (31/12/2012), and "Required time" (HH:MM). The top navigation bar includes links for Home, Create order, My profile, Administration, and Search order.

### Adding new users [\[back to top\]](#)



From the home page administration tab select 'Add new user'





The screenshot shows the NHS Online Blood Ordering interface with the "Administration" tab selected. The top navigation bar includes links for Home, Create order, My profile, Administration, and Search order. Below the navigation bar, there is a section for "Announcements" with a link "Announcements from NHSBT will appear here". To the right of the announcements, there are two buttons: "Search User" and "Add new user". Below the announcements, there is a section for "Order Summary" with a link "Last Updated at 5:37 PM Refresh to update again". The "Order Summary" section shows a table with columns: Pulse No., Date Ordered, Time Ordered, Ordered By, Required Date and Time, Delivery, Current Status, and SSO. The table contains one row with the following data: Pulse No. M00000700, Date Ordered 04-Nov-2011, Time Ordered 17:37, Ordered By Amy Furness, Required Date and Time 05-Nov-2011, AM, Delivery Del:Stock, Current Status Received from external system, and SSO.


Enter the user information, contact information, role and training date. Hospital administrators will be able to assign a role of either hospital user or hospital administrator.

The screenshot shows the NHS Online Blood Ordering interface with the "Administration" tab selected. The "New / update user" form is displayed. The form has three main sections: "User information", "Contact information", and "Role and training". The "User information" section includes fields for Username, Firstname, and Surname. The "Contact information" section includes a field for Email address. The "Role and training" section includes a field for Hospital job title, a field for OBOS training date, and a section for "Assign this role" with radio buttons for Hospital user, Hospital administrator, NHSBT administrator, NHSBT user, and NHSBT announcement user. The top navigation bar includes links for Home, Create order, My profile, Administration, and Search order. The NHS logo and "Blood and Transplant" text are visible in the top right corner.

## OBOS User Guide

A list of hospitals that can be assigned to this user will appear in the box at the bottom of the screen. This will include all hospitals that the administrator has access to. This hospital list is administrated by NHSBT administrators and if this list is incorrect please contact NHSBT. Use the  and  to add the required hospitals for the user. Where multiple hospitals can be viewed there are two possible options at log in.

User information	
Username *	<input type="text"/>
Firstname *	<input type="text"/>
Surname *	<input type="text"/>
Contact information	
Email address *	<input type="text"/>
Role and training	
Hospital job title *	<input type="text"/>
OBOS training date	<input type="text"/> 
Assign this role *	<input type="radio"/> Hospital user <input type="radio"/> Hospital administrator <input type="radio"/> NHSBT administrator <input type="radio"/> NHSBT user <input type="radio"/> NHSBT announcement user
Hospital mapping and permissions	
All Hospital	<div> <div>Basildon Hospital</div> <div>The John Radcliffe Hospital, Oxford</div> </div>
<div> <div>Add to user </div> <div>Make default </div> <div>Remove from user </div> </div>	
Hospitals assigned to this user (select one as default hospital)	<div> <div>Freeman Hospital, Newcastle(default)</div> </div>

Highlighting a hospital from the 'hospitals assigned to the user' and click on 'make default  ' to assign a default hospital. This will be the hospital site accessed when logging in. To access the other hospitals available to them they will need to click on change in blue at the top of the screen (shown below).

To change which hospital is the default site

- Highlight the hospital that is set as "(default)" and click on "Remove from user", this will move the selected hospital into the upper "All Hospital" box.
- Highlight the hospital you've just moved to the "All Hospital" box and click on "Add to User". Both hospitals will now appear in the "Hospitals assigned to this user" box but neither will be default.



## OBOS User Guide

Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
M00000700	04-Nov-2011	17:37	Amy Furness	05-Nov-2011, AM	Del Stock	Received from external system	

If no default hospital is entered then at logging the first screen the user will be shown will be a screen asking them to select the hospital they wish to see and order for (shown below). To set the user up with no default hospital assign all the hospitals. The first hospital assigned will appear as default, remove this default hospital from the list then reassign the hospital.

Once all details have been entered click on 'save' at the bottom of the new/updated user screen to complete the process. A message will be received to say that the user was successfully created.

### Searching for users. [\[back to top\]](#)

By selecting search user from the administration tab the screen shown below can be accessed. Users can be searched for by Username, first name and surname or e-mail address and ticking "Hospital user" and "Hospital administrator". The NHSBT

## OBOS User Guide

administrator, user and announcement user searches are greyed out for hospital administrators. A list of all users and/or administrators for a particular hospital can be viewed by ticking “Hospital user” and/or “Hospital administrator” and selecting “Search” as long as the other fields are left blank.

**NHS Online Blood Ordering**

Home Create order My profile **Administration** Search order

**User Search**

Username

Firstname

Surname  Enter 3 letters to get all surnames starting with those letters.

Email address

Include these roles \*

- ☒ Hospital user
- ☒ Hospital administrator
- ☐ NHSBT administrator
- ☐ NHSBT user
- ☐ NHSBT announcement user

Clear Search

Search results for surname **Fur**, roles **Hospital User, Hospital Administrator**

Username	Firstname	Surname	Role	Status
Furness	Amy	Furness	Hospital Administrator	Active

The user’s information screen can be opened for editing by clicking on the username in the search results on the right hand side of the screen. This opens the New/update user screen shown below. There is an option to “Return to Search Results” on the right-hand side. Information can be edited and then saved by clicking on ‘save’ at the bottom of the New/ updated user screen.

**NHS Online Blood Ordering**

Home Create order My profile **Administration** Search order

**New / update user** << Return to Search Results

**User information**

Username \*

Firstname \*

Surname \*

**Contact information**

Email address \*

**Role and training**

Hospital job title \*

OBOS training date

Assign this role \*

- ☐ Hospital user
- ☒ Hospital administrator
- ☐ NHSBT administrator
- ☐ NHSBT user
- ☐ NHSBT announcement user

**Hospital mapping and permissions**

## OBOS User Guide

### Activating/Inactivating accounts and resetting passwords. [\[back to top\]](#)

At the bottom of the new/update user screen shown below there is an option to inactivate or activate users, to reset a user's password and to unlock a user who has locked themselves out of the system. Make the changes required and click on the relevant 'reset' 'unlock' or 'save' buttons to make the changes. Please note it is important to inactivate accounts when a member of staff leaves or retires. A username can never be deleted from the system because you need to maintain the audit of "who did what and when" but you should prevent staff who no longer work for you ordering on your behalf.

The screenshot displays a user management interface. At the top, a dropdown menu shows 'The John Radcliffe Hospital, Oxford'. Below it are three links: 'Add to user' with a downward arrow, 'Make default' with a star icon, and 'Remove from user' with an upward arrow. A section titled 'Hospitals assigned to this user (select one as default hospital)' contains a list box with three entries: 'Freeman Hospital, Newcastle(default)', 'Royal Brompton Hospital', and 'Stoke Mandeville Hospital'. Below this is the 'User status' section, which includes a 'Change status' label and two radio buttons: 'Inactivate user' and 'Activate user', with the latter being selected. The 'User Password' section features a yellow 'Reset password' button. The 'Unlock user' section features a yellow 'Unlock user' button. At the bottom left is a 'Cancel' button, and at the bottom right is a yellow 'Save' button.

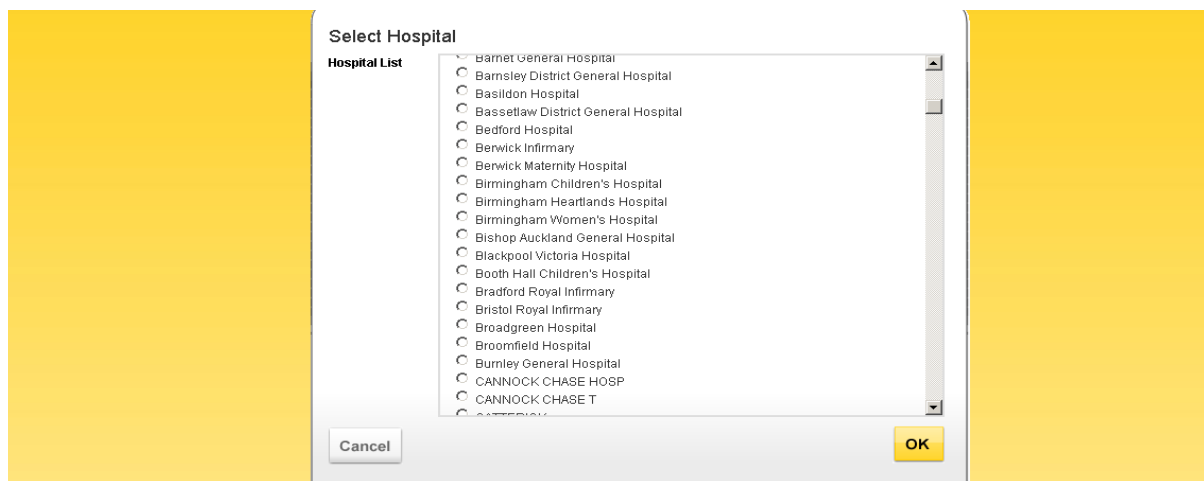
## OBOS User Guide

### NHSBT administrators. [\[back to top\]](#)

There are three levels of administration role within NHSBT:

'NHSBT administrator' is an overview role limited to only one or two key NHSBT staff. 'NHSBT users' have the ability to set up new accounts for hospital staff, unlock users, re set passwords and add bank holidays and announcements. 'NHSBT announcement user' has the ability to update the announcement message only.

At login NHSBT administrators and NHSBT users will be provided with a screen showing all hospitals currently available on OBOS. To add hospital administrators select the hospital which requires the new administrator to be added. Where the hospital administrator will have access to more than one hospital any one of the hospitals they will use can be selected to set up the account.



You will be taken to the hospitals home page where you can select from four administration functions shown below. Search user and add new user functionality is the same as described for hospital administrators.

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Order Summary

Current Orders Draft Orders (0) Standing Orders Queued Orders (0)

Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status
L00048755	31-Oct-2011	00:03	HOSPITAL ADMIN3	03-Nov-2011, PM	Ad Hoc	Received

Last Updated: 03-Nov-2011, PM

Search User Add new user Add Announcement Update bank holiday

[e again](#)


### Adding an announcement to OBOS [\[back to top\]](#)

To add an announcement to the log in screen and home page select the 'add announcement option' from the administrator tab. The screen shown below will open. Type the announcement into the announcement text box. Tick the box 'also show this announcement on the homepage'. You can set up announcements so that the first time a user logs in after an announcement has been posted they must

## OBOS User Guide

acknowledge it. To use this functionality tick the box 'Enable Announcement Acknowledgement'

Announcements require a 'Start date/time' and an 'End date/time'. Select the required dates using the calendar icon and highlighting the required dates or type the dates into the date boxes in the format dd/mm/yyyy. Time should be entered (using 24 hour clock) as shown below. Announcements can not exceed 1000 characters, excess will be highlighted when clicking 'Save'

 **Announcement text cannot exceed 1000 characters.**  
**Start date and time should be in the future.**

Add a critical announcement on the homepage

**Announcement text**

\*\*\*WELCOME TO OBOS 7.0.2

☒ **Also show this announcement on the login page**

Start date:

Start time:

☐ **Enable Announcement acknowledgement**

End date:

End time:


Note: Your announcement will be displayed on the site on clicking 'Save'.

Cancel
Save

A message confirming the announcement has been saved will be shown. Log out and check that the announcement appears on the login screen:

**Welcome to NHS Online  
Blood Ordering System**

\*\*\*WELCOME TO OBOS 7.0.2 \*\*\*

Hospital and Science Website


Username

Password

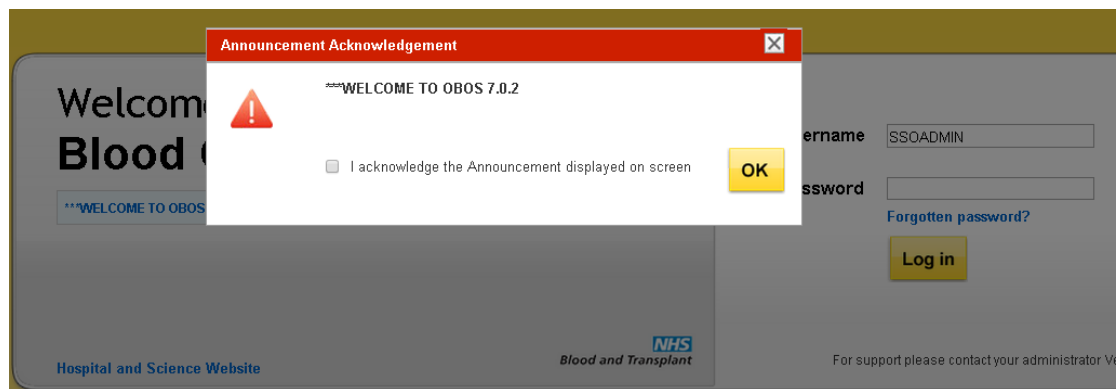
[Forgotten password?](#)

Log in

For support please contact your administrator Ver: 7.0.2

Log back in. If you have enabled 'announcement acknowledgement' you will see the following screen:

## OBOS User Guide



Acknowledge the announcement and then check that the it appears on the home page:

### NHS Online Blood Ordering

#### Announcements

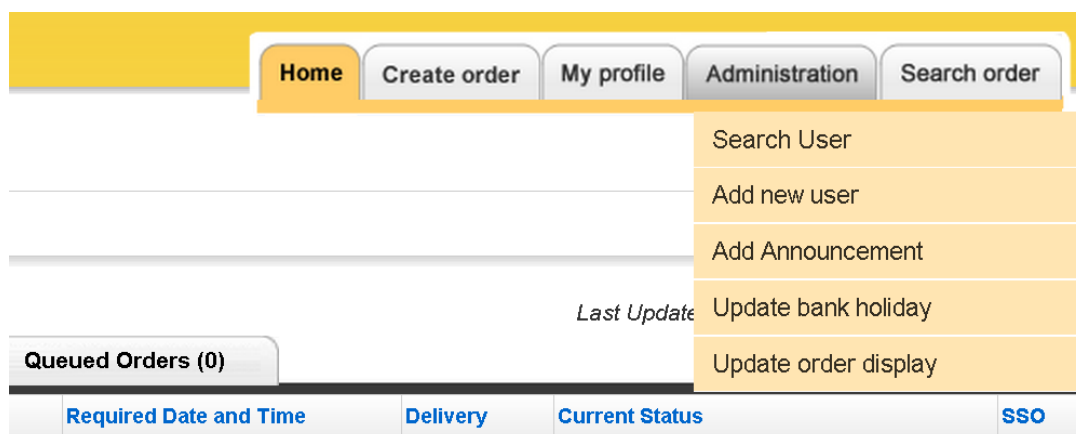
\*\*\*WELCOME TO OBOS 7.0.2

#### Order Summary

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time			
L00282107	12-May-2015	15:29	Dave Wong	12-May-2015, 15:30			

#### Updating Bank holidays. [\[back to top\]](#)

From the home screen administration tab select update bank holidays. This will update the whole system regardless of which hospital you are currently logged into.



## OBOS User Guide

A screen showing a list of bank holidays will open.

### List of bank holidays

List bank holidays \*

- 03/04/2015
- 06/04/2015
- 04/05/2015
- 25/05/2015
- 31/08/2015
- 25/12/2015
- 28/12/2015

Cancel Save

To add a date to the bank holiday list use the calendar to highlight the date and the ← arrow to move selected dates into the list bank holidays box as shown below. Any dates which need to be removed can be removed using the → arrow.

NHS Online Blood Ordering

Home Create order My profile Administration Search order

List of bank holidays

List bank holidays \*

- 25/12/2009
- 26/12/2009
- 01/01/2010

02/04/2010 Add selected date to the list

Cancel Save

Once dates have been updated click on 'save'. A confirmation message will be shown to indicate that the bank holidays have been saved successfully.

## OBOS User Guide

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### Appendix Two [\[back to top\]](#) Icons used in the OBOS system

Order Status	Icon
Draft	
Pending	
Queued	
Received from OBOS	
Awaiting Allocation	
Part Allocated	
Waiting for issue	
Awaiting patient link (SSO)	
Awaiting assignment (SSO)	
Awaiting authorisation (SSO)	
To be updated by hospital	
Partially issued	
Prepared awaiting dispatch	
Dispatched	
Notification Received	
Locked by another user	
Preparation in progress	
Deleted/Cancelled	
Unfulfilled	



## OBOS User Guide

### Icons used in the OBOS system

Across the application	Icon
Standing orders	
Linked Order	
Substitution	
Success Message	
Error Message	
Information Message	
Print Order	
Expand Order Line	
Collapse Order Line	
Remove Order Line	
Preview with order form	
Background Processing	
Specialist Stock Order	